[Date]

Dear [Headteacher / Line Manager],

I'm writing to make a reasonable adjustment request to help me manage my health at work.

The reason for my request is due to [Insert details to support your request. There is no requirement to share your disability, but it can support with your request.

For example:

* I've been diagnosed with anxiety
* I'm receiving treatment for my mental health condition
* I have arthritis in my knees which makes it difficult to use public transport to get to the workplace
* I'm receiving cancer treatment]

I request that [inset what adjustments would support you and why].

This would enable me to [provide details of how this would benefit the School/Trust].

To reduce any impact on the School/Trust, I suggest that [insert resolutions for how you and the School could overcome any challenges with implementing this adjustment].

Please could we meet to talk about my reasonable adjustment request.

I look forward to your reply.

Yours sincerely,

[Name]

[Job title]

[School]