**Letter/email challenging a refusal to make reasonable adjustments**

Dear [*name*],

I am writing to you regarding a request for reasonable adjustments.

I currently work as [*job title*] in [*department*]. I have a condition that impacts me at work [*explain how the condition impacts you at work, focusing on specific symptoms and triggers*].

I requested reasonable adjustments from [*HR/my line manager*] on [*date*]. Although some adjustments have been agreed such as [*list agreed adjustments if relevant*], some have been refused.

[*Outline which adjustments have been refused and how they would help you to carry out your role. Refer to your medical letters if you are happy to share them*]

My condition, and the impact it has on my ability to do day-to-day activities, means I’m covered by the Equality Act 2010. Under the Act, which legally protects people from discrimination in the workplace, employers are required to implement reasonable adjustments to any elements of the job which place a disabled person at a substantial disadvantage compared to non-disabled people.

I believe that the adjustments I’ve requested are reasonable and ask that these are put in place as soon as possible to allow me to carry out my role.

If my requested adjustments cannot be implemented, I would welcome a written explanation as to why they are not reasonable and your proposal of alternative adjustments which can be made to support me in the workplace.

I look forward to your response.

Thank you,

[*name*]