**Subject: Request for Accommodation under the BC Human Rights Code**

Your Name

Your Address

City, Province, Postal Code

Your Email Address

Phone Number

Today’s Date

Employer's Name

Company Name

Company Address

City, Province, Postal Code

Dear Employer's Name,

I hope this letter finds you well. I am writing to discuss a matter of importance regarding my employment and my rights under the BC *Human Rights Code*. As you may be aware, I am currently facing challenges in my work due to a disability, and I believe that I am entitled to accommodation under the *Human Rights Code*.

Specifically, outline the specific issues or barriers you are experiencing in your work.

I value the work environment provided by Company Name and am committed to contributing to the success of our team. However, I have encountered certain barriers that are directly related to my disability, and I am seeking your support to address these challenges through reasonable accommodation.

Under the BC *Human Rights Code*, employers are obligated to accommodate employees with disabilities to the point of undue hardship. Accommodations may include adjustments to the work environment, modifications to work schedules, or other measures that enable employees with disabilities to perform their duties effectively.

The BC Human Rights Clinic provides information about the duty to accommodate on their website here: <https://bchrc.net/tag/duty-to-accomodate/>.

I would like to request a meeting to discuss potential accommodations that would allow me to continue contributing to the success of our workplace while addressing the barriers I am experiencing due to my disability. I am open to working collaboratively with you to find practical and effective solutions.

To ensure we can have a productive discussion, I would appreciate it if we could schedule a meeting at your earliest convenience. Please let me know if you require any additional information or documentation to support my request for accommodation.

I believe that through open communication and collaboration, we can identify solutions that align with the principles of equality and inclusivity outlined in the BC *Human Rights Code*.

Thank you for your attention to this matter, and I look forward to discussing it further with you.

Sincerely,

Your Name