

Requesting Workplace Support in Writing

Writing can give you time to choose your words, create a record and explain your needs without the pressure of an immediate conversation.

Begin clearly

State that you would like to discuss a disability, health-related or workplace access barrier and possible support or adjustments.

Describe the barrier

Keep this concise and work-focused. Example: "I am finding the current open-plan environment increasingly difficult because of sensory overload."

Explain the impact

Say how it affects work: concentration, accuracy, fatigue, attendance, pain, communication, recovery or another relevant area.

Suggest adjustments

List the changes you would like considered. You can say they are suggestions rather than presenting them as the only possible solution.

Ask for next steps

Request a meeting, written response or information about the organisation's adjustment process.

Keep a record

Save the email or letter, responses, agreed actions, dates and any review arrangements.

Useful wording

"I would appreciate the opportunity to discuss reasonable adjustments that could reduce this barrier and help me carry out my role sustainably."

Afterwards

Follow up verbal agreements in writing: "Thank you for meeting with me. My understanding is that we agreed..."