# Preparing My Written Request

Use these questions to organise what you would like to say before writing your request.

### What would I like support with?

### What workplace barrier am I experiencing?

### How is this affecting my working day?

### What changes might help?

You can describe a workplace barrier and what might help without sharing every personal detail.

# Writing My Support Request

Use the example as a starting point, then draft a message in your own words.

**Example wording**

Hello,
I would like to discuss a difficulty I am experiencing at work and possible adjustments that could help. I am finding [situation] challenging because [brief description of the barrier]. I think [suggested change] could help.
Could we arrange a time to discuss this and agree on next steps?
Thank you for your consideration.

## My written request

**Who am I writing to?**

**Draft my message**

Before sending: check that your request explains the barrier, what might help and the next step you would appreciate.

## Following Up and Keeping a Record

Keep a simple record of your request, any response and what happens next.

**Date I sent my request:** _____

**Who I contacted:** _____

**How I sent it:** _____

**When I expect a response:** _____

**What was agreed?**

_____

_____

_____

_____

**Are there any next steps?**

_____

_____

_____

**Do I need to follow up?**

- ☐ No follow-up needed at present
- ☐ Waiting for a response
- ☐ I would like clarification
- ☐ I need to discuss another adjustment
- ☐ I would like additional support

Keeping copies of requests and responses can help you follow up on agreed adjustments.