

# EXAMPLE DISCLOSURE LETTER / EMAIL TEMPLATE

To

Your Recipient's Name

Their Role or Position

Company

**Subject: Request for Workplace Adjustments**

I am writing to share that I live with cystic fibrosis, a chronic health condition that I actively manage.

With appropriate planning and minor adjustments, I am fully capable of performing the inherent requirements of my role as [Job Title].

To effectively manage my health while continuing to contribute to the team, I would benefit from the following reasonable adjustments:

- [e.g. Flexibility for medical appointments]
- [e.g. Work from home during respiratory flare-ups]
- [e.g. Access to sick leave when required]
- [e.g. Modified duties during recovery periods]

These adjustments will support my health stability and ensure I can continue performing my role effectively.

I am happy to discuss this further and provide medical documentation if required.

Thank you for your understanding.

Kind regards,

[Your Name]