

# **NOTIFICATION OF NEED FOR ADDITIONAL INFORMATION FOR EVALUATING ACCOMMODATION REQUEST**

Date:

Dear:

Your request for a reasonable accommodation asking for \_\_\_\_\_  
\_\_\_\_\_ has been  
conditionally approved or is pending approval (choose one). We need more  
information about your situation before a final decision can be made. We have  
written to \_\_\_\_\_  
for that additional information. A copy of the letter is enclosed for your  
information. A final decision on your request will not be made until we have  
received this information.

Please feel free to call me should you need more information. I can be reached  
at \_\_\_\_\_.

Sincerely,