

PRACTICE LETTERHEAD

Dear COMPANY NAME Human Resources,

I am writing about my client and your employee, CLIENT NAME. As you may know, CLIENT NAME is currently lactating after the recent birth of their child on BABY'S DOB. CLIENT NAME is currently experiencing REASON FOR ACCOMMODATION, which can cause ANTICIPATED PROBLEM IF ACCOMMODATION IS NOT MADE.

Providing ACCOMMODATION REQUESTED is one potential accommodation that would make it easier for CLIENT NAME to continue working for COMPANY NAME while they continue providing milk for their baby throughout their treatment. We expect this condition to persist for roughly ESTIMATED TIME ACCOMMODATION WILL BE NEEDED, but we will keep you updated if CLIENT NAME's condition resolves in less time, or if the accommodation is required for a longer period.

I am happy to assist in the interactive process of developing accommodations for CLIENT NAME, so please feel free to reach out to me at EMAIL or PHONE if you have any questions or wish to discuss.

Sincerely,

LACTATION CONSULTANT NAME

PRACTICE NAME