

[Your address]

[Put your National Insurance number and any other reference from letters you have received]

Dear Sir or Madam

Request for a reasonable adjustment

I am writing to ask you to make a reasonable adjustment for me under the Equality Act 2010 because of my mental health problems which make it very difficult for me to get the Job Centre for interviews.

[Explain the mental health problem you have and why it means you are having difficulties. Include proof if you can, as you can be asked to provide evidence.]

I have experienced long-term depression and find it difficult to get up in the mornings. The medication I take makes me feel quite unwell in the early morning. I also have problems with remembering dates and times. I find it difficult to open letters. I attach a copy of a letter from my GP, which confirms this.

[Explain what changes you want]

Because of this, I am not be able to get to any appointments if they are fixed before 11 am. So I would be grateful if you could fix my appointments after 11 am. Please could you also email me the date and time of the appointment to my email address which is [your email address] to ensure that I get the information.

[Explain what the law is]

I am advised that the Equality Act applies to Job Centres as they provide services and public functions. Under the Equality Act you have a duty to make reasonable adjustments (changes) for people who have disabilities when their disability makes it difficult for them to access your services compared with someone who does not have that disability.

I hope you can confirm by return that you can agree to make these changes so that I can use your services.

Thank you.

Regards

[Your full name]