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Adjustment Request Letter Templates

When to use these letters:

- When first applying for a volunteering experience
- After accepting a role but before starting
- When you want to ask for adjustments

Make sure to:

- Be specific about what you need
- Suggest practical solutions that you think would help you
- Explain how they will help you work more efficiently
- Use positive language
- Keep it professional and friendly

Remember that requesting adjustments demonstrates your own self-awareness and professionalism. Organisations will want to hear about how they can accommodate you, because they want you to be able to perform at your best.

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Part 1: How to Start your Letter

Applying for a New Volunteer Role

Choose one of these examples if you are applying for a brand new volunteering position.

Option 1

"I am writing to express my interest in the [specific role] volunteer position with [organisation name]. I am very excited about this opportunity because [mention something about the role that particularly interests you]. To ensure I can contribute effectively from the start, I would like to discuss some adjustments that would support my participation."

Option 2

"I am applying for the [specific role] volunteer position with [organisation name]. I believe my skills in [mention relevant skills] would make me a valuable addition to your team. To perform at my best in this role, I would like to ask about the following adjustments that would enable me to fully utilize my abilities."

Asking for Adjustments in an Existing Role

Choose one of the following examples when you want to ask about adjustments in your current volunteering role.

Option 1

"I have been really enjoying my time volunteering as [role] with [organisation name] over the past [timeframe]. The experience has been rewarding and I want to be able to continue volunteering to the best of my ability. As I have settled into the role, I have identified some adjustments that would help me volunteer even more effectively."

Option 2

"Over the past [timeframe] of volunteering as [role] with [organisation name], I have learned a great deal about the position and my own needs within it. To ensure I can continue volunteering effectively, I would like to discuss some adjustments that would support my ongoing participation and development."

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Part 2: Adjustment Request Examples

After your opening, use one or more of these sections to describe your specific needs. Look back to module 3 where you identified some of your needs if you need help with this.

Template 1: Physical Access Adjustments

I would benefit from the following physical access adjustments:

- [e.g., Step-free access to volunteer areas]
- [e.g., Accessible parking close to the entrance]
- [e.g., Accessible toilet facilities nearby]

I would be happy to visit the venue in advance to discuss any practical arrangements.

Template 2: Communication and Information Needs

I would benefit from the following communication adjustments:

Information Sharing:

- [e.g., Written instructions or task lists provided in advance]
- [e.g., Key information shared via email rather than phone calls]
- [e.g., Instructions in large print or digital format]

During Sessions:

- [e.g., One-to-one explanations for new tasks rather than group briefings]
- [e.g., Extra time to process information and ask questions]
- [e.g., Regular check-ins about how things are going]

These adjustments will enable me to understand my role/tasks clearly and contribute confidently to the team.

Template 3: Sensory and Environmental Needs

I would like to discuss some adjustments for my sensory needs.

My needs include:

- [e.g., Access to a quieter workspace when possible]
- [e.g., Ability to take short breaks in a calm area]
- [e.g., Reduced background noise or use of noise-reducing headphones]
- [e.g., Control over lighting in my immediate workspace]

Practical Solutions: I suggest [propose specific solutions, e.g., "positioning my work station away from the main activity area" or "having a designated quiet space I can use during breaks"].

These adjustments will help me manage sensory input and maintain my energy throughout sessions, allowing me to give my best contribution to the team.

Template 4: Schedule and Time Management Needs

I would like to discuss scheduling arrangements:

My availability and needs:

- I can volunteer on [days/times] consistently
- I work best during [time of day] when my energy levels are highest
- I require [e.g., at least 48 hours notice for schedule changes]
- I need [e.g., regular 15-minute breaks every 2 hours]

These arrangements help me manage my energy levels and ensure I can maintain consistent, high-quality contributions over time.

Template 5: Task and Role Modifications

I would like to discuss some role/task modifications that would help me contribute more effectively:

I have found that [describe specific task/situation] is challenging for me because [brief explanation].

Proposed solutions: I believe the following modifications would help:

- [e.g., The option to sit down for tasks where I normally have to stand]
- [e.g., The option to have a break half-way through my task]
- [e.g., Having someone available to help me with physically demanding tasks]
- [e.g., Being given more tasks that use my organisational/communication strengths]

I remain very committed to this role and confident that with these adjustments, I can continue making valuable contributions to the team.

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Part 3: Closing Paragraph

Choose a closing paragraph to close your letter.

Option 1

I am happy to discuss these adjustments at your convenience and am open to exploring solutions that work within your existing setup. Please let me know a suitable time to meet or have a phone conversation about these arrangements. I am confident we can find approaches that enable me to contribute effectively while fitting with your requirements.

Thank you for considering my request. I look forward to hearing from you.

Best regards,
[Your Name]
[Contact Information]

Option 2

"I would welcome the opportunity to discuss these adjustments with you and am happy to work together to find practical solutions. I am flexible and open to suggestions about how we might implement these arrangements in a way that works for both of us. If it would be helpful, I can visit the venue to explore options together.

Thank you for your understanding and willingness to work with me on this. I look forward to discussing these arrangements further.

Best regards,
[Your Name]
[Contact Information]

Final Checklist

Before sending any letter, check that you have:

- ☐ Chosen an appropriate opening paragraph for your situation
- ☐ Included all your specific adjustments requests
- ☐ Suggested practical solutions where possible
- ☐ Selected a closing paragraph
- ☐ Personalised your letter with any specific details about the role and organisation
- ☐ Used positive language
- ☐ Included all your contact information
- ☐ Proofread for spelling and grammar