

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]

[Date]

[Your Manager's / HR Manager's Name]

[Their Title]

[Company Name]

[Company Address]

Subject: Confidential: Request for Occupational Health Assessment

Dear [Manager's Name],

I am writing to formally request a referral for an Occupational Health (OH) assessment as soon as possible.

Recently, I've been managing a health condition which has, at times, had an impact on my work. Specifically, I've experienced some difficulties with [for example: concentrating during long meetings, meeting deadlines for tasks, managing my schedule effectively, using specific equipment].

I'm confident that with the right support, I can continue to perform my role effectively. I believe a consultation with an Occupational Health specialist would be hugely beneficial. It would help us to identify any reasonable adjustments that could support me and ensure I can continue to contribute fully to the team.

[Optional]: Add this sentence if you have a specific need]:

Given the nature of my situation, I would be grateful if a referral to a specialist in [e.g., neurodiversity, women's health, musculoskeletal conditions] could be considered.

I'm keen to work together to find a positive and practical way forward. Please let me know the next steps for arranging this referral.

Best regards,

[Your Name]

[Your Title, Your Department]