

DATE:

Dear **[Production Manager Name]**:

Hopefully, this letter is finding you well. My name is **[NAME]** your **[ROLE]** on **[PRODUCTION TITLE]**/an applicant for the vacant **[ROLE]** position on **[PRODUCTION TITLE]**.

This letter finds you today to request your support with a minor accommodations in the form of (**SELECT THE ONE(S) THAT APPLY**) dependent care subsidy payments; access to childcare on-set; flextime; remote work options (when applicable); and/or technology/equipment subsidies to cover the cost of (**SELECT THE ONE(S) THAT APPLY**) additional cloud storage, software upgrade for (**PROGRAM**), use of specialized equipment, and/or additional Internet bandwidth while working on the current production.

As you may note, I am a highly qualified **CREW TITLE/PRODUCTION ROLE** who has worked on **NOTE PREVIOUS PROJECTS** with **NAME ONE TO THREE REFERENCES**, who have agreed to provide references at your request. .

While I understand that what I am requesting has not been a norm, I ask that you not only consider my track record but also how similar worker support measures have positively impacted productions all over the country – regardless of budget and/or crew size. I’m happy to share information about that if you would like, including some of the organizations that are helping make that possible.

If you have any questions or need any additional information, I can be reached via email at _____ and via phone at _____.

Thank you for your time and consideration. I look forward to hearing from you soon.

Respectfully,

(Signature)
FULL NAME