

Tab I

WITHDRAWAL OF REASONABLE ACCOMMODATION REQUEST
CLOSE- OUT LETTER

DATE

NAME

Social Security Administration

ADDRESS

ADDRESS

RE: Withdrawal of Reasonable Accommodation Request

Dear **MR./MS.** _____ :

On **DATE OF INITIAL CONTACT**, a National Reasonable Accommodation Coordinator Review team member within the Center for Accommodations and Disability Services (CADS) initially contacted you to discuss your reasonable accommodation (RA) request. Per your e-mail dated **DATE**, you indicated you wish to withdraw your request for the following accommodations:

LIST ACCOMMODATIONS

As a result, we have closed your RA request.

Please note, you may resubmit your RA request at any time:

- Online (via the [RA Wizard](#));
- Orally or in writing to your first-line supervisor, RA Coordinator, or CADS staff; or
- In writing via [Form SSA-501-F3 \(Request for Reasonable Accommodation\)](#).

For more information about requesting a reasonable accommodation, visit the [Employees with Disabilities \(EWD\) Resource Gateway](#). In addition, please direct any questions you may have regarding your request for reasonable accommodation to CADS at (410) 965-7778. **ONLY USE [WHEN NEEDED: (Individuals with disabilities may call us via [Federal Relay](#) using the (voice) contact telephone number provided.)]** You may also reach us by email at DCHR.OPE.CADS.Inquiries@ssa.gov.

Sincerely,

/s/

Tamara F. Stenzel

National Reasonable Accommodation Coordinator
Center for Accommodations and Disability Services

cc:

Reasonable Accommodation Coordinator
Local Delegated Official