Date

RE: [NAME, DOB]

Dear Employer:

I am writing at the request of your employee, [name], who I treat for a chronic gastrointestinal condition. I have been treating and caring for [name] for [insert time]. I have reviewed [name’s] job description with [his/her/etc.] and am writing to support [his/her/etc.] request to telecommute amidst the recent developments of the COVID-19 pandemic in the United States.

[Employee name] is currently taking medications that suppress the immune system. These medications are essential to addressing inflammation and symptoms of chronic conditions. The Center for Disease Control (CDC) has issued guidance and recommendations for individuals in high risks groups, which include those with compromised immune systems, to practice social distancing, including avoiding large gatherings, and telecommuting for workplace settings.[[1]](https://outlook.office.com/mail/search/id/AAQkADEyMDk2NDRmLTI2NWUtNDI5Ny1iMGIzLWM1MjFjN2RmNmY0OAAQAMII4jGicrRBmIkOi%2B7sw74%3D%22%20%5Cl%20%22_ftn1)-[[2]](https://outlook.office.com/mail/search/id/AAQkADEyMDk2NDRmLTI2NWUtNDI5Ny1iMGIzLWM1MjFjN2RmNmY0OAAQAMII4jGicrRBmIkOi%2B7sw74%3D%22%20%5Cl%20%22_ftn2)

I understand that the essential functions of [name’s] job are

\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_.  However, [name] can perform these essential functions by telecommuting. Since [name] can perform the essential functions of [his/her, etc.] job with this accommodation, and current CDC recommendations call for precautions among immune-compromised patients, [name’s] request should be granted.

Of course, if I can provide you with any additional information, please do not hesitate to contact me.

 Sincerely,

 Provider name

 Office contact information

[[1]](https://outlook.office.com/mail/search/id/AAQkADEyMDk2NDRmLTI2NWUtNDI5Ny1iMGIzLWM1MjFjN2RmNmY0OAAQAMII4jGicrRBmIkOi%2B7sw74%3D%22%20%5Cl%20%22_ftnref1)Center for Disease Control (CDC): People at High Risk for Illness from COVID-19 [https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html](https://urldefense.proofpoint.com/v2/url?u=https-3A__www.cdc.gov_coronavirus_2019-2Dncov_specific-2Dgroups_high-2Drisk-2Dcomplications.html&d=DwMGaQ&c=euGZstcaTDllvimEN8b7jXrwqOf-v5A_CdpgnVfiiMM&r=Yu4kjCUeXfJXYI7-ea5SVCma0Nf9YqINI1Uf5jg8r0pggUa3cRfMxvn9-a5h-AFa&m=Nml-umNi20R-k2ZZ1aSIBEGiqc8wQujT6giQW3Hhj7k&s=bNRevRrMs_XID5rK1o-nk7e4sbD3AVrq7_mONTONi98&e=), accessed, March, 12, 2020.

[[2]](https://outlook.office.com/mail/search/id/AAQkADEyMDk2NDRmLTI2NWUtNDI5Ny1iMGIzLWM1MjFjN2RmNmY0OAAQAMII4jGicrRBmIkOi%2B7sw74%3D%22%20%5Cl%20%22_ftnref2) Ren Mao, Jie Liang, Jun Shen, Subrata Ghosh, Liang-Ru Zhu, Hong Yang, Kai-Chun,  Wu, Min-Hu Chen. Implications of COVID-19 for patients with digestive diseases. The Lancet Gastroenterology & Hepatology. March 11, 2020.