

Request for Special Accommodations in Housing

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Housing Authority/Management Name]

[Housing Authority/Management Address]

[City, State, Zip Code]

Subject: Request for Special Accommodations

Dear [Housing Authority/Management Name],

I hope this message finds you well. I am writing to formally request special accommodations for my housing situation due to [briefly explain your condition or situation, e.g., a medical disability, family circumstances, etc.].

As a result of [specific reasons related to your situation], I am seeking the following accommodations: [list the specific accommodations you are requesting, e.g., a wheelchair-accessible unit, emotional support animal, etc.].

Supporting documents, including [mention any attached documents, e.g., medical letters, financial documents, etc.], are attached for your reference. I believe these changes will significantly improve my living conditions and quality of life.

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email] if you have any questions or need further information.

Thank you for your understanding.

Sincerely,

[Your Name]