

Notification of Wheelchair User Accessibility Needs

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of my accessibility needs as a wheelchair user. Ensuring that appropriate accommodations are in place will significantly enhance my experience and participation.

Specifically, I would appreciate the following arrangements:

- Accessible parking spaces close to the entrance
- Ramps and elevators instead of stairs
- Accessible restrooms
- Clear pathways free from obstructions

Please let me know if you can accommodate these needs or if we can discuss further options. I appreciate your attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]