

Request for Assistive Access

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request assistance in ensuring wheelchair access at [specific location or event]. As someone who relies on a wheelchair for mobility, it is crucial for me to have appropriate access to participate fully.

Currently, the access points at [location/event] are inadequate, which could prevent individuals with mobility challenges from attending or using the facilities effectively. I kindly ask that measures be taken to improve accessibility, such as:

- Installation of ramps
- Wider doorways
- Accessible restrooms
- Clear signage indicating accessible routes

Ensuring that [location/event] is accessible to wheelchair users will not only enhance the experience for all attendees but will also uphold our commitment to inclusivity and equal access.

Thank you for considering my request. I look forward to your prompt response and to seeing positive changes in our community.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Information]