# Request for Web Accessibility Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]


[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]


Dear [Recipient's Name],

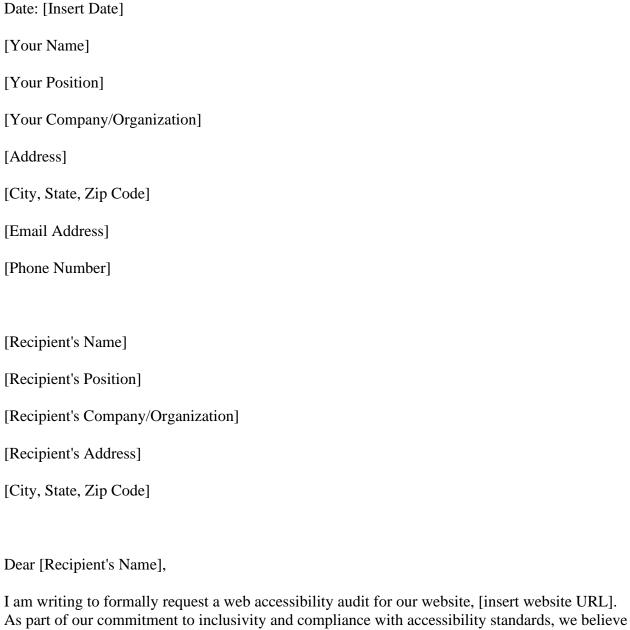I am writing to formally request a web accessibility audit for our website, [insert website URL]. As part of our commitment to inclusivity and compliance with accessibility standards, we believe it is essential to assess our website's current accessibility status.

The audit will help identify any barriers that may prevent users with disabilities from accessing our content effectively. We aim to ensure our website serves all members of our community without discrimination.

Could you please provide us with information on the services you offer regarding web accessibility audits, including the process, timeline, and associated costs?

Thank you for considering our request. I look forward to your prompt response.


Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]