

# Request for Accommodation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request accommodations for my upcoming certification exam scheduled on [Insert Exam Date]. I have [briefly describe your condition and how it affects your exam taking].

To ensure that I can perform to the best of my ability, I kindly request the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

Enclosed are the necessary documents supporting my request, including [mention any relevant documentation such as medical records or previous accommodation approvals].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]