

# Freelance Accessibility Policy for Content Writers

Date: [Insert Date]

Dear [Content Writer's Name],

We are committed to creating accessible content for all audiences. As a freelance content writer, we value your collaboration in adhering to our accessibility guidelines. Below are the key points of our accessibility policy:

## 1. Understand Accessibility Standards

Familiarize yourself with the Web Content Accessibility Guidelines (WCAG) and ensure your content meets at least level AA standards.

## 2. Use Clear Language

Write in plain language, avoiding jargon and complex sentences to accommodate readers with different language proficiencies.

## 3. Structure Content Effectively

Use headings, bullet points, and short paragraphs to improve readability and navigation.

## 4. Provide Alternative Text

Include descriptive alt text for images, charts, and other non-text content to ensure information is accessible to screen readers.

## 5. Consider Color Contrast

Choose color contrasts that enable readability for individuals with visual impairments. Avoid relying solely on color to convey information.

## 6. Proofread for Accessibility

Review your work for accessibility practices before submission, ensuring all elements promote inclusivity.

Thank you for your commitment to creating accessible content. If you have any questions regarding the policy, feel free to reach out.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]