

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request regarding disability accommodation arrangements that we discussed on [date of previous correspondence].

As my need for these accommodations is essential for my productivity and well-being, I would appreciate an update on the progress of my request. If there are any documents or additional information you require from me, please let me know.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,
[Your Name]