

Notification of Alternative Format Needs

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Alternative Format Accommodation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you of my need for alternative formats of materials due to [briefly explain reason, e.g., a disability or learning challenge].

Specifically, I require [list specific formats needed, e.g., large print, Braille, audio format, etc.]. This accommodation will greatly assist me in accessing the information and participating fully in [mention the context, e.g., a course, meeting, etc.].

I appreciate your understanding and support in addressing this matter. Please let me know how we can proceed to ensure my needs are met.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Contact Information]