

Request for Alternative Format Publication

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

Publishing Department
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the publication of [Title of the Material] in an alternative format that is accessible to individuals with [specific needs, e.g., visual impairments, learning disabilities, etc.].

As someone who [briefly explain your situation or support for the need], I believe that providing this important material in a format such as [specify format, e.g., Braille, large print, audio, etc.] will greatly enhance accessibility for those who require it.

I kindly ask you to consider this request. Thank you for your attention to this matter, and I look forward to your positive response.

Sincerely,
[Your Name]