

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations for my upcoming examinations due to diagnosed test anxiety, which has been exacerbated by my military service experiences.

Despite my best efforts to manage my anxiety, I have found that the high-pressure testing environment significantly impacts my performance. My military background has contributed to this heightened response to stress during tests, making it crucial for me to have appropriate accommodations to showcase my true capabilities.

I kindly request accommodations such as extended time and a reduced distraction environment to help alleviate my symptoms and provide a fair opportunity for success.

Thank you for considering my request. I am happy to provide any further documentation or details you may need.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]