

Inquiry Regarding Test Anxiety Accommodations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the possibility of receiving accommodations for test anxiety as I prepare for the [specific certification exam name]. I have been diagnosed with test anxiety, which significantly impacts my performance during high-stakes testing situations.

Understanding the importance of maintaining fairness in testing, I would like to discuss potential accommodations that could assist me in showcasing my true abilities. Some accommodations I am considering include extended testing time, a separate testing room, or any additional support you might recommend.

I would appreciate any guidance you can provide on the process for requesting these accommodations and any necessary documentation I may need to submit.

Thank you for your attention to this matter. I look forward to your response and hope to find a solution that facilitates my success in this examination.

Sincerely,

[Your Name]