

# Notification of Accommodations for Standardized Testing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to inform you that accommodations have been approved for your upcoming standardized testing due to test anxiety. The following accommodations will be provided:

- Extended time on tests
- Separate testing room
- Use of a calming aid during the test
- Access to a counselor during breaks

It is important that you arrive on time and check in with the testing coordinator to ensure that your accommodations are in place. If you have any questions or require further assistance, please do not hesitate to contact us.

We wish you the best of luck in your testing.

Sincerely,

[Your Name]

[Your Title]

[Institution/Organization Name]

[Contact Information]