

Request for Test Anxiety Accommodations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations for my test anxiety in my online courses. I have been diagnosed with test anxiety, which significantly impacts my performance during exams.

To mitigate this issue, I kindly request the following accommodations for my upcoming exams:

- Extended time for completing assessments
- Access to a quiet, distraction-free environment during tests
- The option to take breaks if needed during timed assessments

I believe these accommodations will greatly assist me in demonstrating my true knowledge and abilities. I am happy to provide any necessary documentation to support my request.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]