

Accessibility Grievance Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Subject: Grievance Regarding Accessibility of Virtual Services

Dear [Recipient's Name],

I am writing to formally express my concern regarding the accessibility of your virtual services. As a user who relies on these services, I have encountered several barriers that hinder my ability to fully engage and benefit from what you offer.

Specifically, [describe the accessibility issue, including dates and specific examples]. These challenges not only impact my experience but also raise concerns regarding compliance with [mention relevant laws or guidelines, e.g., ADA].

I kindly request that you investigate this matter and take appropriate actions to ensure that your virtual services are accessible to all users. I am eager to collaborate and provide any further information that could help in resolving this issue.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]