

Date: [Insert Date]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request a hotel booking for the upcoming [Name of Conference] on [Conference Dates]. I am in need of a room that accommodates accessibility features to ensure a comfortable stay.

Specifically, I would require the following accessibility features:

- Wheelchair accessibility
- Accessible bathroom facilities
- Grab bars in the shower and toilet area
- Visual aids for communication

Please confirm the availability of a suitable room and the associated rates. I look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Organization]