

# Accessibility Measures for Upcoming Event

Date: [Insert Date]

To: [Recipient Name]

Subject: Accessibility Measures for [Event Name]

Dear [Recipient Name],

As we prepare for [Event Name] scheduled for [Event Date], we are committed to ensuring that the event is accessible to all attendees, including those with disabilities. Below is a summary of the accessibility measures we have implemented:

- **Venue:** The location has been verified to provide wheelchair access, including ramps and elevators.
- **Seating:** Reserved seating will be available for individuals with mobility challenges.
- **Signage:** All signage will be clear, large print, and placed at wheelchair height for visibility.
- **Assistive Technology:** We will provide hearing amplification devices and live captioning services during sessions.
- **Restroom Facilities:** Accessible restrooms will be clearly marked and are located within close proximity to the event area.

We welcome any additional suggestions or requests to better accommodate our attendees. Please feel free to reach out to us at [Contact Information].

Thank you for your attention to this important matter. We look forward to making [Event Name] a welcoming experience for everyone.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]