

Accommodation Request for Access to Facilities

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations for access to facilities under the Americans with Disabilities Act (ADA). Due to [briefly explain your condition], I require [specific accommodations needed, e.g., wheelchair access, Braille signage, etc.] to ensure equal access to [specific facilities or activities].

I believe that with these accommodations, I will be able to [explain how accommodations will assist you]. I appreciate your attention to this important matter and look forward to discussing how we can make the necessary arrangements.

Thank you for your consideration. Please feel free to contact me at [your phone number] or [your email address] if you need further information.

Sincerely,

[Your Name]