

ADA Accommodation Request for Assistive Technology

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Title
Company/Organization Name
Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request an accommodation under the Americans with Disabilities Act (ADA) for assistive technology to support my work/study at [Company/Organization Name]. I have [briefly describe your disability or limitation] which impacts my ability to [describe how it affects your work/study].

To effectively perform my responsibilities, I am seeking the following assistive technology: [list specific technology or tools you require, e.g., screen reader, speech-to-text software, etc.]. I believe that with this support, I will be able to [explain how this will help you succeed].

Thank you for considering my request. I look forward to discussing this matter further. Please feel free to contact me at your earliest convenience.

Sincerely,
[Your Name]