

ADA Accommodation Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations under the Americans with Disabilities Act (ADA) for my educational support. I am currently enrolled in [Program/Course Name] at [Institution's Name], and due to [briefly describe your disability or condition], I require specific adjustments to ensure my success in this program.

Specifically, I am requesting the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I have attached documentation from my healthcare provider that outlines my condition and the suggested accommodations. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]