

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about the transportation services available for individuals with disabilities in our community. As a member of [Your Organization/Community], I am particularly interested in understanding the accessibility features of your transportation options.

Specifically, I would like to know:

- What measures are in place to ensure accessibility for wheelchair users?
- Are there trained staff available to assist individuals with disabilities?
- What types of vehicles are used, and do they accommodate various mobility aids?
- Is there a process for individuals to request assistance in advance?
- What are the operating hours for accessible transportation services?

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]