

Letter of ADA Compliant Signage Requirements

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Organization Name]

[Organization Address]

Dear [Recipient Name],

As we prepare for the upcoming event on [Event Date], it is crucial to ensure that all signage complies with the Americans with Disabilities Act (ADA) standards. This will ensure accessibility for all attendees, including individuals with disabilities.

Signage Requirements

- Signage must be placed at an appropriate height (between 48-60 inches from the floor).
- Use non-glare finishes and high-contrast colors for better visibility.
- Provide braille translations on all signage as applicable.
- Text should be a minimum of 1 inch tall for readability.
- Directional and informational signs must be clear and easy to understand.

We appreciate your attention to these details to ensure a welcoming environment for everyone. If you have any questions or need further assistance, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]