

# Access Facilitation for Upcoming Seminar

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming seminar titled "[Seminar Title]" scheduled for [Date] at [Location].

To ensure accessibility and provide a supportive environment for all attendees, we would like to offer facilitation services. If you require any specific accommodations, such as:

- Sign language interpretation
- Assistive listening devices
- Accessible seating arrangements
- Materials in alternative formats

Please notify us by [RSVP Deadline], so we can make the necessary arrangements.

Thank you for your attention. We look forward to welcoming you to the seminar.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]