

Accessibility Accommodations Request

Date: [Insert Date]

To: [Event Organizer's Name]

[Event Organizer's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Event Organizer's Name],

I am writing to request accessibility accommodations for the upcoming [Event Name] scheduled on [Event Date] at [Event Location].

As an individual with [specific disability/condition], I would appreciate any necessary adjustments to ensure my full participation in the event. My requested accommodations include:

- [Specific accommodation 1]
- [Specific accommodation 2]
- [Specific accommodation 3]

Thank you for considering my request. I look forward to your prompt response so we can ensure a successful and inclusive event for all attendees.

Sincerely,

[Your Name]

[Your Contact Information]