

# Accessibility Request for Conference Participation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Conference Organizer's Name]

[Conference Name]

[Conference Address]

[City, State, Zip Code]

## **Subject: Accessibility Request for [Conference Name]**

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to formally request accessibility accommodations for my participation in the upcoming [Conference Name] scheduled for [Dates of Conference] at [Venue/Location].

As a [briefly describe your needs, e.g., individual with a disability], I require specific assistance to fully engage in the conference activities. Specifically, I would appreciate [detail the specific accommodations needed, e.g., wheelchair access, sign language interpretation, etc.].

Thank you for considering my request. I appreciate your commitment to making [Conference Name] accessible to all participants. Please let me know if you need any further information or documentation to facilitate my request.

Looking forward to your prompt response.

Sincerely,

[Your Name]