

Disability Access Information for [Event Name]

Dear [Recipient's Name],

We are pleased to invite you to [Event Name] taking place on [Date] at [Location]. We strive to ensure that our events are accessible to all participants.

Accessibility Features:

- Wheelchair accessible entrance and facilities
- Sign language interpretation available upon request
- Accessible seating arrangements
- Assistance available for individuals with mobility challenges

Additional Support:

If you have any specific needs or require further assistance, please contact us at [Contact Information]. We encourage you to inform us in advance so we can make the necessary arrangements.

We look forward to welcoming you to [Event Name] and appreciate your participation.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]
[Contact Information]