

# Special Needs Support Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request special needs support for the upcoming workshops scheduled for [Insert Dates]. We aim to ensure that all participants, including those with special needs, have an enriching and accessible experience.

Details of Support Required:

- Accessible seating arrangements
- Assistance for participants with mobility issues
- Materials in alternative formats (Braille, large print, etc.)
- Sign language interpretation

Please let us know if there are additional resources that could be provided to enhance the experience for all participants.

Thank you for your attention to this important matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]