

Request for Conference Accessibility Services

Date: [Insert Date]

To: [Conference Organizer's Name]

[Conference Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to formally request accessibility services for the upcoming [Conference Name] scheduled to take place on [Conference Dates] at [Conference Location].

I am [briefly describe your role or interest in the conference, e.g., a speaker, attendee, etc.], and due to [provide a brief description of your accessibility needs, e.g., a disability, medical condition], I would require specific accommodations to ensure my full participation in the conference.

Specifically, I would appreciate the following services:

- [List specific accommodations, e.g., sign language interpreter, wheelchair access, captioning services, etc.]
- [Additional accommodation request]

Please let me know if there are any forms or additional information you require from my side to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Organization, if applicable]