

# Request for Special Accommodations

Date: [Insert Date]

To: [Conference Organizer's Name]

[Conference Name]

[Conference Address]

Dear [Conference Organizer's Name],

I hope this message finds you well. I am writing to formally request special accommodations for seating during the upcoming [Conference Name] scheduled for [Insert Dates] at [Insert Location].

Due to [briefly describe the nature of your condition or need], I require [specific accommodations needed, e.g., accessible seating, assistance, etc.]. I believe these accommodations will help me participate fully in the conference activities.

I appreciate your understanding and support in making this conference accessible for all attendees. Please let me know if there are any forms or further information needed to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]