

Inquiry for Coding Workshop Accessibility

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the accessibility features of the upcoming coding workshop hosted by [Organization Name]. Ensuring an inclusive environment for all participants is important to me, and I would like to gather information regarding the accommodations available.

Specifically, I would like to know:

- Are there any provisions for participants with mobility challenges?
- Will materials be available in alternative formats (e.g., Braille, large print)?
- Is there communication assistance available for participants with hearing impairments?
- What measures are in place to support individuals with neurodiverse needs?

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]