

Allergy Accommodation Request Status Update

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Institution/Company Name]
[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of my request for allergy accommodations submitted on [Insert Request Date]. As you may recall, I have documented my allergies to [List Specific Allergens] and the necessary accommodations I require to ensure a safe environment.

Understanding the timeline for processing this request is important to me, as it will aid in my planning for the upcoming [insert relevant activity, e.g., semester, event]. If there are any additional forms or documentation required from my end, please let me know, and I will provide them promptly.

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

Sincerely,
[Your Name]
[Your Contact Information]
[Your Address]