

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Title/Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the disability accommodation policies at [Organization/Institution Name]. I am particularly interested in understanding the processes and resources available for individuals who require accommodations due to their disabilities.

Could you please provide information on the following:

- The procedure for requesting accommodations
- Types of accommodations offered
- Any required documentation or eligibility criteria
- Timeline for processing requests
- Contact information for further assistance

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

Sincerely,

[Your Name]