

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title/Department]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an update regarding the status of my disability accommodation request submitted on [insert submission date]. As I am currently facing challenges that my accommodation aims to address, I would greatly appreciate any information you could provide about the progress of my request.

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

Sincerely,
[Your Name]