

# Policy Request for Disability Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request assistance regarding the policies and services available for individuals with disabilities within [Organization's Name]. As someone who is affected by [briefly explain your condition], I am seeking information on what support services are available, including [mention any specific services you are interested in, e.g., accommodation, resources].

It would be extremely helpful to understand the existing policies and any potential changes that could enhance the provision of services. I would appreciate any documentation or resources you can provide and hope to discuss this matter further.

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

Sincerely,

[Your Name]