

Media Accessibility Request for Museum Programs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Museum's Name]

[Museum's Address]

[City, State, Zip Code]

Subject: Request for Media Accessibility in Museum Programs

Dear [Museum Director/Program Coordinator's Name],

I am writing to request information regarding the accessibility of media used in your museum programs. As an advocate for inclusive education and cultural experiences, I believe it is vital that all visitors, regardless of their abilities, have equal access to the resources provided by [Museum's Name].

Specifically, I would like to inquire about the following:

- Availability of audio descriptions for exhibits
- Captioning options for videos shown during programs
- Assistive listening devices for guided tours
- Accessible formats of printed materials

I appreciate your commitment to inclusivity and look forward to your response regarding the measures in place for media accessibility within your programs.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]