

# Accommodation Request Letter

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Institution Name]

[Insert Institution Address]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am a [Your Year, e.g., sophomore] student at [Institution Name], majoring in [Your Major]. I am writing to formally request accommodations for my disability, [Briefly Describe Disability], under the guidelines set forth by the Americans with Disabilities Act (ADA).

Due to my disability, I require the following accommodations to ensure I can fully participate in my educational experience:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I have attached relevant documentation from my healthcare provider that supports my request for these accommodations. I appreciate your understanding and support in helping me achieve my academic goals.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]