

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my recent request for disability accommodations that I submitted on [date of original request]. As I have not yet received a response, I wanted to check on the status of my application.

Having the necessary accommodations is crucial for me to perform my duties effectively, and I would greatly appreciate any updates you may have regarding my request. If further information is needed from my side, please let me know.

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

Sincerely,

[Your Name]