

# Request for Reasonable Modifications

[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 formally request reasonable modifications to my living environment due to my disability. As you may be aware, I am [briefly explain your disability and how it affects your daily life].

In order to effectively manage my condition and enhance my quality of life, I am requesting the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

These modifications are necessary for [explain the reason for the request and how it relates to your disability]. I believe that these changes will enable me to [explain how the modifications will assist you].

I appreciate your attention to this matter and look forward to your prompt response. If you have any questions or require further information, please feel free to contact me at your earliest convenience.

Thank you for considering my request.

Sincerely,

[Your Name]