

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Institution's Name]

[Institution's Address]

[City, State, Zip Code]

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to formally express my concern regarding the lack of accessibility in the online courses offered by [Institution's Name]. As a [student, parent, etc.], it has come to my attention that several essential features necessary for an inclusive learning environment are not adequately provided.

Specifically, [briefly outline specific accessibility issues, e.g., missing captions, inadequate screen reader support, etc.]. This lack of accessibility not only hinders my ability to learn effectively but also impacts students with disabilities who rely on these features to participate fully in their education.

I urge [Institution's Name] to take immediate action to improve online course accessibility in accordance with [relevant regulations or guidelines, e.g., ADA, WCAG, etc.]. It is crucial for all students to have equal access to educational opportunities.

Thank you for your attention to this matter. I look forward to your prompt response and resolution of these accessibility issues.

Sincerely,

[Your Name]