

Request for Improved Online Course Accessibility Options

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request improved accessibility options for online courses offered by [Institution/Organization Name]. As a current student, I have encountered challenges that hinder my ability to fully engage with the course material and effectively participate in online learning.

Specifically, I would like to address the following areas of concern:

- Availability of captioning or transcripts for video lectures.
- Screen reader compatibility for course materials.
- Adjustments to the user interface to enhance navigation for students with disabilities.

Improving accessibility not only benefits students with disabilities but also enriches the overall learning environment for everyone. I believe that by making these enhancements, [Institution/Organization Name] can demonstrate its commitment to inclusivity and equal opportunities for all students.

Thank you for considering this important matter. I look forward to your response and am happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]