

Registration Request for Special Accommodations

Date: [Insert Date]

To: [Recipient's Name]

Institution/Organization: [Recipient's Institution/Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request registration for the upcoming educational seminar titled "[Seminar Title]" scheduled on [Date] at [Location].

As an individual with [briefly state your condition or need for accommodation], I would like to request special accommodations to ensure my full participation in the seminar. Specifically, I require [describe the specific accommodations needed].

I appreciate your attention to this matter and look forward to your response. Thank you for your support in making this seminar accessible.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Institution/Organization]