

Inquiry Regarding Disability Accommodation Policies

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the policies and procedures your organization has in place regarding disability accommodations.

As someone who is interested in [state your reason, e.g., applying for a position, attending a program], I would appreciate it if you could provide me with detailed information about the types of accommodations available for individuals with disabilities, as well as the process for requesting them.

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

Sincerely,

[Your Name]