

Date: [Insert Date]

[Recipient Name]

[Recipient Title/Position]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to express my support for [Applicant's Name] regarding their application for disability accommodations. As [his/her/their] [relationship, e.g., teacher, employer, etc.], I have observed [his/her/their] challenges stemming from [specific disability], which impact [his/her/their] ability to [specific tasks/activities affected].

Given these challenges, I believe that accommodating [Applicant's Name] with [specific accommodations requested] will greatly enhance [his/her/their] ability to [achieve specific goals or tasks]. I have witnessed [his/her/their] hard work and determination, and I am confident that these accommodations will enable [him/her/them] to perform at [his/her/their] full potential.

Please feel free to contact me at [your phone number] or [your email address] should you need any further information or clarification regarding this matter.

Thank you for considering this support for [Applicant's Name]'s application.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Organization/Institution Name]

[Your Contact Information]