

# Accommodation Request for Special Needs

Date: [Insert Date]

Your Name: [Insert Your Name]

Your Address: [Insert Your Address]

Your Email: [Insert Your Email]

Your Phone Number: [Insert Your Phone Number]

To: [Recipient's Name]

Title: [Recipient's Title]

Organization: [Recipient's Organization]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request accommodations for my special needs. I am currently enrolled in [insert program/course name] at [insert institution name] and require support to ensure my success in this environment.

Due to [briefly describe your condition or need], I am requesting the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I believe these accommodations will help me [briefly explain how the accommodations will assist you]. I have attached [mention any supporting documents, if applicable].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]