

# Letter for Course Accommodation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Department/Office Name]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request accommodations for my course [Course Name or Code] due to a health condition that affects my ability to fully engage with the course requirements.

I have been diagnosed with [Brief Description of Health Condition] which sometimes leads to [explanation of how it affects you, e.g., fatigue, concentration issues, etc.]. This condition may impact my performance during [exams, assignments, or class participation].

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

Thank you for considering my request. I am committed to my studies and believe that with these accommodations, I will be able to perform to the best of my ability. Please let me know if you require any further information or documentation.

Sincerely,

[Your Name]