

# Accessibility Accommodations Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Hospitality Company Name]

[Hotel/Location Address]

[City, State, Zip Code]

Dear [Hospitality Manager's Name],

I hope this message finds you well. I am writing to request specific accessibility accommodations for my upcoming stay at your establishment from [Insert Check-in Date] to [Insert Check-out Date].

Due to [briefly explain the nature of your disability or need], I kindly request the following accommodations:

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

Thank you for your attention to this matter. I appreciate your assistance in ensuring a comfortable and accessible experience during my stay. Please feel free to contact me at [Your Phone Number] or [Your Email] if you require further information.

Warm regards,

[Your Name]