

Notification for Mobility Assistance Services

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Title]

[Insert Recipient's Organization]

[Insert Recipient's Address]

Dear [Insert Recipient's Name],

I am writing to formally request mobility assistance services for my upcoming travel scheduled on [Insert Travel Date]. Due to [Insert Reason for Assistance], I will require assistance at various points during my journey.

Details of my travel are as follows:

- **Travel Date:** [Insert Travel Date]
- **Departure Location:** [Insert Departure Location]
- **Destination:** [Insert Destination]
- **Flight/Train Number:** [Insert Flight/Train Number]

I would appreciate assistance with:

- Check-in process
- Security screening
- Boarding and deplaning
- Transportation within the airport/station

Please let me know if you need additional information or if there are forms I need to complete prior to my travel date.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]