

Letter of Coordination for Accessible Restroom Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to coordinate the necessary arrangements for accessible restroom assistance during my upcoming travel. My travel itinerary includes the following details:

- **Travel Date:** [Insert Travel Date]
- **Departure Location:** [Insert Departure Location]
- **Destination:** [Insert Destination]
- **Duration of Stay:** [Insert Duration]

During this travel, I may require assistance to access restroom facilities. I would appreciate it if we could establish a plan that ensures seamless access to these facilities throughout my journey.

Please let me know how best we can coordinate this effort. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]