

Follow-Up on Wheelchair Accommodations Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous request for wheelchair accommodations submitted on [original request date]. I wanted to check if there have been any updates regarding this matter, as I have not yet received a response.

Ensuring accessibility is crucial for my participation, and I would greatly appreciate any information you could provide regarding the status of my request.

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

Sincerely,

[Your Name]