

# Notification of Wheelchair Access Requirements

Date: [Insert Date]

To: [Insert Travel Service Provider]

From: [Your Name]

Subject: Wheelchair Access Requirements for Upcoming Travel

Dear [Travel Service Provider],

I hope this message finds you well. I am writing to provide notification regarding my wheelchair access requirements for my upcoming travel scheduled on [Insert Travel Date].

As a wheelchair user, I would like to confirm the following accommodations to ensure a smooth and comfortable journey:

- Accessible transportation from [Departure Location] to [Destination].
- Wheelchair access at the departure and arrival terminals.
- Assistance with boarding and deplaning as needed.
- Adequate space for my wheelchair during the trip.

Please confirm the receipt of this notification and the arrangements that will be made to accommodate my needs. Should you require any additional information, feel free to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Address]