

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally address some accessibility concerns that I have encountered as a student at [University Name].

As a [your year, e.g., sophomore] majoring in [your major], I have faced significant challenges accessing certain facilities, specifically [describe the specific locations, e.g., "the library and the main lecture halls"]. Despite my efforts to seek assistance, the issue persists and has impacted my academic experience.

I would like to request that the university take immediate steps to address these accessibility issues to ensure that all students, regardless of physical ability, can fully participate in campus life.

Thank you for considering my concerns. I look forward to your prompt response and any updates regarding how the university plans to address these issues.

Sincerely,

[Your Name]

[Your Student ID Number]