Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Organization/Institution Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on my previous request for accommodations regarding [specific details about the accommodations requested] submitted on [original submission date]. As I have not yet received a response, I wanted to ensure that my request is still under consideration and to see if any further information is needed from my end to assist in the process.

Given the importance of these accommodations to [explain briefly why the accommodations are important, e.g., your academic success, workplace productivity, etc.], I would greatly appreciate any updates you could provide.

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

Sincerely,

[Your Name]

[Your Position, if applicable]