

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[University Name]

[University Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. My name is [Your Name], and I am interested in attending [University Name] for my [degree/program]. However, I would like to inquire about the accessible facilities available on campus.

Specifically, I am looking for information on the following:

- Accessibility of classrooms and lecture halls
- Availability of accommodations for students with disabilities
- Accessible transportation options on campus
- Facilities such as restrooms and parking spaces

Understanding these facilities is essential for me to make an informed decision about my potential enrollment. I appreciate your assistance and look forward to your response.

Thank you for your time.

Sincerely,

[Your Name]

[Your Contact Number]