

Request for Academic Accommodations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request academic accommodations due to my disability. I am currently enrolled in [Program/Course Name] and I believe that certain accommodations will enable me to fully participate and succeed in my academic endeavors.

My disability is [briefly describe your disability] and it impacts my ability to [describe how it affects your academic performance]. In order to create a fair and equitable academic environment, I am requesting the following accommodations:

- [Accommodation 1]
- [Accommodation 2]
- [Accommodation 3]

I have attached documentation from my healthcare provider to substantiate my request. I am hopeful that we can work together to find suitable accommodations that will support my learning needs.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]