

Request for Personalized Assignment Accommodations

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of receiving personalized accommodations for my assignments due to [briefly explain your situation or need, e.g., a learning disability, health condition, etc.].

As a dedicated student in [your program/field], I am committed to maintaining my academic performance. However, [elaborate on how your situation affects your ability to complete assignments as required]. I believe that with appropriate accommodations, I can achieve my potential and succeed in my studies.

I would like to discuss available options for personalized accommodations that could assist me in this regard. If possible, I would appreciate the opportunity to meet with you or someone from the relevant department to explore this further.

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

Sincerely,

[Your Name]