

Request for Accessibility Accommodations

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Organization/Company Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations to ensure accessibility for myself during [specific event, service, or program].

As an individual with [briefly state your condition or disability], I require [specific accommodations needed, e.g., wheelchair access, sign language interpretation, extra time, etc.]. This will enable me to fully participate and benefit from [mention the event, service, or program].

I appreciate your attention to this matter and am hopeful that you can assist me in making the necessary arrangements. If you need any further information or documentation to process this request, please do not hesitate to contact me.

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

Sincerely,
[Your Name]
[Your Contact Information]