

Request for Assistive Technology Accommodation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title/Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request accommodations in the form of assistive technology to support my [mention specific needs or disabilities, e.g., visual impairment, learning disability, etc.]. I believe that these accommodations are essential for my academic success and to ensure an equitable learning environment.

Specifically, I am requesting the following technologies: [List specific assistive technologies needed, e.g., screen reader software, speech-to-text tools, etc.].

I appreciate your attention to this matter and look forward to your support in enabling my access to the necessary resources. If needed, I would be happy to provide additional documentation from my healthcare provider.

Thank you for your consideration.

Sincerely,

[Your Name]