

Special Request for Dietary Accommodation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request dietary accommodations due to [briefly explain dietary restriction or condition, e.g., food allergies, medical condition, religious beliefs].

As a participant in [event, program, or activity name], I would greatly appreciate it if you could provide alternatives that align with my dietary needs. Specifically, I would like to request [list specific dietary accommodations you require].

Please let me know if you need any documentation or further information regarding my request. I am looking forward to your understanding and support in this matter.

Thank you for your attention to this important request.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]