

# Request for Exam Accommodations

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Title/Position]  
[Educational Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request accommodations for my upcoming exams scheduled for [insert date(s)]. Due to [briefly explain your condition or circumstance], I believe that certain accommodations will help ensure a fair testing environment and allow me to perform to the best of my abilities.

Specifically, I am requesting the following accommodations:

1. [Accommodation 1]
  2. [Accommodation 2]
  3. [Accommodation 3]
- (Add or remove items as necessary)

I have attached supporting documentation from [mention any relevant professionals or documents] to substantiate my request. I appreciate your understanding and consideration of my needs. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

[Your Name]