

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

**Subject: Special Request for Personal Support
Accommodation**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request personal support accommodation due to [briefly explain your need for support, e.g., a medical condition, disability, etc.].

Given my circumstances, I believe that [describe the specific accommodations you require, e.g., extended deadlines, modified work hours, etc.]. This support would greatly assist me in [explain how the accommodation will help you succeed, e.g., completing my work, fulfilling my duties, etc.].

I am happy to provide any necessary documentation from my healthcare provider or to discuss this matter further at your convenience.

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

Sincerely,

[Your Name]