

****Template Example 1: Accessible Email****

Subject: Meeting Reminder - Accessible Formats

Dear [Recipient's Name],

I hope this message finds you well. This is a friendly reminder about our upcoming meeting on [Date] at [Time].

To ensure accessibility, please let us know if you require an alternative format for any of the meeting materials. We are happy to provide documents in Braille, audio format, or any other preferred method.

Thank you!

Best regards,

[Your Name]

[Your Contact Information]

****Template Example 2: Accessible Print Letter****

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Date]

Dear [Recipient's Name],

We are excited to invite you to our [Event Name] on [Date] at [Location].

To support all participants, we will provide accessible formats for all materials. If you need the information in Braille or audio format, please contact us at [Phone Number] or [Email Address] by [RSVP Deadline].

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

****Template Example 3: Accessible Text Message****

Hi [Recipient's Name], this is a reminder about our meeting on [Date] at [Time]. Let me know if you need any documents in Braille or audio format.

Looking forward to it!

Best, [Your Name]