

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

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request disability adjustments regarding [describe the specific situation, e.g., "my coursework," "exam schedules," etc.]. Due to [briefly explain your disability and how it affects your ability to perform], I believe that specific accommodations are necessary to ensure equitable access.

I kindly request the following adjustments:

1. [Adjustment 1]
2. [Adjustment 2]
3. [Adjustment 3]

Thank you for considering my request. I am happy to provide any further documentation if needed.

Sincerely,

[Your Name]  
[Your Student/Employee ID if applicable]