

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Organization/Institution Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations due to my disability.

I have been diagnosed with [specific disability], which affects my ability to [briefly describe how it impacts your work/study]. To ensure that I can perform at my best, I am requesting the following accommodations:

1. [Accommodation 1]
2. [Accommodation 2]
3. [Accommodation 3]

I believe that these adjustments will help me [explain how the accommodations will help you]. I am happy to discuss this further at your convenience and provide any necessary documentation.

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

Sincerely,
[Your Name]