

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the disability program offered by

[Organization's Name].

I am interested in learning more about the eligibility requirements, application process, and any support services you provide to individuals with disabilities.

I appreciate any information you can share or if there's someone else I should contact for further assistance. Thank you for your help!

Warm regards,

[Your Name]

[Your Phone Number] (optional)