

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request disability support services due to [briefly explain your condition and how it affects your daily life/education/work].

[Provide a detailed explanation of your needs, including specific accommodations or support you require. Include any relevant documentation or assessments, if applicable.]

I appreciate your attention to this matter and look forward to discussing how we can work together to facilitate the necessary support. Please feel free to contact me via [your phone number or email] for any further information or clarification.

Thank you for your consideration.

Sincerely,
[Your Name]