

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

Dear [Recipient's Name],

I am writing to formally request disability services due to [briefly explain your disability and how it affects your daily life or education/work].

I am seeking assistance with [specific services you need, e.g., accommodations, resources, etc.]. I believe that these services are crucial for me to [explain how the services will help you].

Enclosed are any necessary documentation and medical records that support my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your understanding and support.

Sincerely,
[Your Name]