

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request accommodations for my dyslexia as I navigate my [educational/work-related] responsibilities at [Institution/Organization Name].

Having been diagnosed with dyslexia, I experience challenges that affect my reading, writing, and processing speed. In order to perform at my best and to level the playing field, I am requesting the following accommodations:

1. [Accommodation 1: e.g., extended time on exams]
2. [Accommodation 2: e.g., access to digital reading tools]
3. [Accommodation 3: e.g., note-taking assistance]

I believe that these accommodations will greatly enhance my ability to successfully engage with the material and fulfill my responsibilities. I am happy to provide any necessary documentation of my condition and discuss this further at your convenience.

Thank you for your attention to this matter. I look forward to your positive response.

Sincerely,

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