

[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 pursue my [degree/program/course] at [Institution Name].

As you may be aware, dyslexia is a learning difference that impacts my ability to process written information. In order to facilitate my learning and help me perform to the best of my ability, I am requesting the following accommodations:

1. [Accommodation 1: e.g., extended time for exams]
2. [Accommodation 2: e.g., use of assistive technology]
3. [Accommodation 3: e.g., printed materials in a larger font]

I believe these accommodations will provide me with the necessary support to succeed academically and fully engage with the course material. I am willing to discuss any documentation needed to support my request.

Thank you for your attention to this matter. I appreciate your understanding and support.

Sincerely,

[Your Name]
[Student ID Number, if applicable]