

[Your Name]
[Your Title]
[Your Company/Organization Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company/Organization Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Compliance with FVPA Regulations

Dear [Recipient Name],

I am writing to confirm that [Your Company/Organization Name] is in compliance with the provisions set forth by the Federal Voluntary Product Accessibility (FVPA) regulations.

1. **Overview of Accessibility Features:**

- [List key features that adhere to FVPA standards]
- [Provide details on how products/services meet accessibility requirements]

2. **Ongoing Training and Development:**

- [Describe any training programs for staff related to FVPA compliance]
- [Mention any certifications or workshops attended]

3. **Feedback and Continuous Improvement:**

- [Outline how feedback is gathered from users regarding accessibility]
- [Discuss any steps taken to improve accessibility based on feedback]

Please feel free to reach out at your convenience to discuss this matter further or if you require additional documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization Name]