

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
Subject: Request for [specific request]  
I hope this message finds you well. I am writing to formally request  
[briefly describe what you are requesting, e.g., a reasonable  
accommodation, access to information, etc.].  
[Include any relevant details that support your request, such as  
background information, reasons for the request, etc. Be concise and  
clear.]  
I appreciate your attention to this matter and look forward to your  
prompt response.  
Thank you for your consideration.  
Sincerely,  
[Your Name]  
[Your Title/Position if applicable]  
[Your Company/Organization if applicable]