

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the issuance of a Person with Disability (PWD) card.

I am a resident of [Your City/State], and I have been diagnosed with [briefly describe your disability or condition]. This condition has affected my daily activities and overall quality of life, making it essential for me to obtain a PWD card to access necessary services and benefits.

I have attached the required documents, including my medical certificate and any other relevant information, to support my application.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]