

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Dear [Recipient Name],

Subject: Request for PWD Approval

I hope this letter finds you well. I am writing to formally request approval for [specific service, benefit, or accommodation] under the Persons with Disabilities (PWD) Act.

I am [briefly describe your situation or condition, e.g., "a person living with [specific disability]"], and I believe that the requested [service/accommodation] would significantly enhance my ability to [explain how it will help you].

[Provide any additional details or documents that support your request, such as medical reports, evaluations, or previous correspondences, if applicable.]

I appreciate your consideration of my request and look forward to your prompt response.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]