

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

[Date]
[Recipient's Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Assistance for Persons with Disabilities

I am writing to formally request assistance on behalf of [myself/my family member], who is a person with a disability. [Briefly describe the nature of the disability and how it affects daily life.]

I am seeking [specific assistance needed, such as financial support, mobility aids, access to services, etc.], as it would significantly improve [his/her/their] quality of life.

[Optionally, include any additional details or documentation that may support your request.]

Thank you for considering this request. I look forward to your prompt response to discuss how we can proceed.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]