

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

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

Dear [Recipient's Name],

Subject: Request for Persons with Disabilities (PWD) Identification

I hope this letter finds you well. I am writing to formally request a Persons with Disabilities (PWD) identification for [your name], who is a resident of [your address].

I have attached the necessary documents for your consideration, including [list any documents such as medical certifications or relevant IDs].

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]