

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Organization/Company Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Modifications Due to PWD Status

I hope this letter finds you well. I am writing to formally request modifications to [specific areas, facilities, or services] to accommodate my needs as a person with a disability.

I am [briefly describe your condition or the nature of your disability] which makes it challenging for me to [explain how your disability affects your ability to access or use the facilities/services].

To enhance my accessibility and ensure that I can fully participate in [mention the specific context, such as work, events, etc.], I would like to propose the following modifications:

1. [Modification 1: Describe the modification needed]
2. [Modification 2: Describe the modification needed]
3. [Modification 3: Describe the modification needed]

I believe these changes will not only assist me but also contribute to creating a more inclusive environment for everyone. I appreciate your attention to this matter and am happy to discuss this further.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]