

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

[Recipient's Name]
[Agency/Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Services for Persons with Disabilities

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request services available for persons with disabilities.

I am a [brief description of your situation, e.g., a person with a mobility impairment], and I am seeking assistance with [specific services needed, e.g., transportation, housing modifications, etc.].

In order to better understand the options available to me, I would appreciate any information regarding the services provided by your agency, including application procedures and eligibility criteria. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]