

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

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

Dear [Recipient's Name],

Subject: Request for Persons with Disabilities (PWD) Assistance

I hope this letter finds you well. I am writing to formally request assistance related to my status as a person with a disability.

[Briefly explain your situation and the specific assistance you are requesting. Include any relevant details about your disability and how it affects your daily life or specific needs.]

I have attached the necessary documentation to support my request, including [list any attached documents, such as medical certificates, identification, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [your phone number] or [your email address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]