

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request support for [specific assistance needed] as a person with a disability. My circumstances are as follows: [brief description of your situation and specific needs].

With this support, I believe I can [describe how the support will help you].

I appreciate your consideration of my request and look forward to your positive response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]