

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

[Recipient Name]  
[Recipient Title]  
[Organization/Company Name]  
[Organization/Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to formally request a [specific type of accommodation or support] due to my status as a person with a disability. My condition [briefly describe your disability, if comfortable, and its impact on your daily life or work].

Given these circumstances, I would appreciate your assistance in [describe the specific accommodations or adjustments you are requesting].

I believe that with these changes, I can [explain how the accommodations will help you perform your duties or enhance your experience].

Please find attached [any relevant documentation, if applicable] to support my request. I am more than willing to discuss this matter further and provide any additional information required.

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

Sincerely,

[Your Name]