

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

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

Dear [Recipient Name],

I am writing to announce an exciting job opportunity tailored for persons with disabilities (PWD) at [Company/Organization Name]. We are committed to fostering an inclusive workplace that values diversity and promotes equal opportunities for all candidates.

The position we are looking to fill is [Job Title], and it offers [briefly describe job responsibilities, requirements, and any accommodation provisions].

We encourage qualified candidates who identify as persons with disabilities to apply. [Include information on how to apply, application deadline, and any relevant details about the interview process.]

If you have any questions or require further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for helping us spread the word about this opportunity.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company/Organization Name]