

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

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

Dear [Recipient's Name],

I am writing to request assistance with job placement opportunities for individuals with disabilities.

As a person with [briefly describe your disability or condition], I am keen to explore suitable job openings that align with my skills and interests. I possess [list relevant skills, qualifications, or experiences] and am confident in my ability to contribute positively to a workplace environment.

I would greatly appreciate any resources, guidance, or support your organization can provide in facilitating my job search. I am eager to connect with potential employers who value diversity and inclusion.

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

Sincerely,

[Your Name]