

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to address concerns regarding my recent speech issues that have arisen due to a condition related to my uvula. I have been experiencing [briefly describe the specific speech issues, e.g., difficulty in pronunciation, clarity, etc.], which has significantly impacted my [personal or professional life, e.g., communication in daily interactions, performance at work, etc.].

After consulting with [doctor/speech therapist's name or healthcare provider], I have been advised that these issues stem from [brief explanation of the medical condition affecting the uvula]. I believe that [specific accommodations or assistance needed, e.g., therapy sessions, speech exercises, specialized equipment, etc.] could greatly aid in improving my speech clarity and confidence.

I kindly request your support in [specific request, e.g., providing resources, making adjustments, allowing therapy time, etc.] to help me navigate this challenge effectively.

Thank you for your attention to this matter and for considering my request. I look forward to your understanding and support.

Sincerely,
[Your Name]