

[ Date ]

To Whom it May Concern:

I am writing to request a reasonable accommodation on behalf of, [ ], under the Americans with Disabilities Act (42 USC §12101 et seq.), and section 504 of the Rehabilitation Act of 1973 (29 USC §794 et seq.). [ ] suffers from [ ]. Attached to this letter is documentation of his/her disability/ities.

Because of [ 's] impairment/s, he/she cannot [ .] I am therefore asking that [ .] This is the kind of reasonable accommodation the ADA and Section 504 require.

If you require any further information regarding this reasonable accommodation request, please contact me.

Sincerely,

Encls.