

[Date]

[Manager Name]

[Department Name]

[Company Name]

RE: Annual Review of Assistive Technology and Software Accommodations

Dear [Manager Name],

As part of my annual performance and workplace review, I am writing to formally request an evaluation and update of the software accommodations currently in place for my visual impairment.

To maintain my current productivity levels and ensure full accessibility to company systems, I request a review of the following items:

- **Software Updates:** Ensuring that screen reading software (e.g., JAWS, NVDA) or magnification software (e.g., ZoomText) is updated to the latest version to remain compatible with internal operating system updates.
- **License Renewal:** Verification and renewal of annual subscription licenses for assistive applications.
- **Compatibility Check:** An assessment of whether any new proprietary software or web platforms introduced by the company this year meet WCAG accessibility standards and function correctly with my assistive tools.
- **Technical Support:** Access to IT support to resolve any current lag or interface issues within my specialized workflow.

The continued provision of these tools allows me to perform my job duties effectively and independently. I would appreciate the opportunity to meet with you and a representative from the IT department to discuss any necessary upgrades or adjustments for the coming year.

Thank you for your ongoing support in maintaining an accessible workplace.

Sincerely,

[Your Name]

[Your Job Title]

[Your Employee ID]