

To: [Name of Supervisor, Instructor, or HR Representative]  
From: [Your Name]  
Date: [Current Date]  
Subject: Request for Assistive Technology Training Accommodation

Dear [Name of Recipient],

I am writing to formally request a reasonable accommodation regarding the use of assistive technology for my [work/academic] duties. To effectively perform my tasks and ensure equal access, I require specialized training on the following software/hardware: [Name of Assistive Technology, e.g., Screen Reader, Speech-to-Text software, etc.].

Specifically, I am requesting:

- Professional training sessions with a qualified instructor.
- Technical support for the installation and configuration of the technology.
- Time during work/school hours to complete this training.

This training will allow me to [mention specific task, e.g., process documents, participate in meetings, complete assignments] more efficiently and independently. I am happy to provide medical documentation or meet with you to discuss the specific requirements of this training and potential providers.

Thank you for your time and for supporting an inclusive environment. I look forward to your response by [Date].

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Contact Information]