

Date: [Insert Date]

To: [Instructor Name]

From: [Accessibility Services/Training Coordinator Name]

Subject: Training Accommodation Notification

Dear [Instructor Name],

This letter is to inform you that [Participant Name] is enrolled in your upcoming training, [Course/Training Title], and is eligible for specific accommodations under our accessibility policy.

To ensure equal access to the training materials and environment, please provide the following accommodations:

- [Insert Accommodation 1, e.g., Extended time for assessments]
- [Insert Accommodation 2, e.g., Digital copies of presentation slides in advance]
- [Insert Accommodation 3, e.g., Preferred seating near the front of the room]
- [Insert Accommodation 4, e.g., Permission to record audio of the session]

Please note that the participant's specific medical information or disability remains confidential. Your role is to ensure that the approved accommodations listed above are implemented throughout the duration of the course.

If you have questions regarding how to implement these accommodations or if you require assistance with accessible formatting, please contact [Department Name] at [Phone Number/Email].

Thank you for your commitment to creating an inclusive learning environment.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]