

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Department Name]
[Organization Name]
[Organization Address]

Subject: Request for Wheelchair and Mobility Assistance Accommodation

Dear [Recipient Name],

I am writing to formally request reasonable accommodations regarding wheelchair and mobility assistance for [myself / Name of person requiring assistance] during [Event Name, Employment, or Visit] scheduled for [Date/Time].

Due to mobility limitations, the following assistance or modifications are requested to ensure full accessibility:

- [e.g., Step-free access or ramp entry to the building]
- [e.g., Use of an elevator or lift]
- [e.g., Provision of a manual or electric wheelchair on-site]
- [e.g., Accessible seating or workstation arrangements]
- [e.g., Assistance with boarding or disembarking transportation]
- [e.g., Designated accessible parking close to the entrance]

Please let me know if you require any further information or documentation regarding this request. I would appreciate it if you could confirm these arrangements by [Date].

Thank you for your time and for ensuring an inclusive and accessible environment.

Sincerely,

[Your Signature]

[Your Printed Name]