

Date: [Insert Date]

To: [Teacher/Professor Name or School Administration]

From: [Parent/Guardian Name or Student Name]

Subject: Writing Accommodation Request for [Student Name]

Dear [Recipient Name],

I am writing to formally notify you that [Student Name] has recently sustained an injury to their [Right/Left] upper extremity (specifically the [Hand/Wrist/Arm]). Due to this injury, they are currently unable to perform standard handwriting or typing tasks comfortably or effectively.

To ensure [Student Name] can continue their academic progress without physical strain or academic disadvantage, I am requesting the following temporary accommodations until [Expected Recovery Date]:

- Provision of a peer note-taker or copies of teacher lecture notes.
- Use of speech-to-text (voice dictation) software for assignments and essays.
- Permission to record lectures for later review.
- Extended time (50% to 100% extra) for in-class writing assignments and exams.
- Exemption from handwritten requirements, allowing for oral assessments or typed submissions if possible.

I have attached a medical note from [Doctor's Name] confirming the injury and the need for these adjustments. We will keep you updated on [Student Name]'s recovery status and when these accommodations will no longer be necessary.

Thank you for your understanding and support in ensuring [Student Name] remains successful in your class.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number/Email]