

[Date]

[Recipient Name or Department]

[Organization Name]

[Address Line 1]

[City, State, Zip Code]

Subject: Request for Alternative Format Materials - [Your Name/ID Number]

Dear [Recipient Name],

I am writing to formally request reasonable accommodations regarding the provision of printed materials in alternative formats. Due to a visual impairment, I am unable to access standard print materials effectively.

To ensure equal access to [information/coursework/services], I require all documents, including [handouts, textbooks, forms, or correspondence], to be provided in the following format(s):

- [e.g., Large Print (specify font size, e.g., 18pt)]
- [e.g., Braille]
- [e.g., Screen-readable Digital Format (e.g., Accessible PDF or Word)]
- [e.g., Audio Format]

Please let me know the procedure for submitting specific materials that need conversion and the expected turnaround time for receiving these accessible versions. I have attached medical documentation verifying my need for these accommodations to this letter [if applicable].

Thank you for your assistance in ensuring that these materials are accessible to me. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]