

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

[Date]

[Name of Disability Services Coordinator/Professor/Testing Center]
[Name of Institution/Organization]
[Address]

Subject: Request for Testing Accommodation - Quiet Environment

Dear [Name of Contact Person],

I am writing to formally request a testing accommodation for my upcoming examinations in [Course Name/Exam Title].

I have a documented psychiatric condition that significantly impacts my ability to maintain focus and process information in standard testing environments. Due to this condition, I experience heightened sensitivity to auditory and visual distractions, which can impair my performance and increase symptom severity during high-pressure assessments.

To ensure I have an equal opportunity to demonstrate my knowledge of the material, I am requesting the following accommodation:

- **A quiet, private, or reduced-distraction testing environment.**

I have attached supporting documentation from my healthcare provider which verifies my diagnosis and the necessity of this specific accommodation. This request is made in accordance with the [Name of Relevant Law, e.g., Americans with Disabilities Act].

Please let me know the procedures I need to follow to finalize these arrangements. I am available to discuss this request further at your convenience.

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]
[Student/Employee ID Number]