

[Date]

[Name of Disability Services Coordinator/Professor]

[Name of Institution]

[Department Name]

[Campus Address]

RE: Reasonable Accommodation Request for [Student Name]

Student ID: [Student ID Number]

Dear [Recipient Name],

I am writing to formally request a disability-related accommodation regarding classroom seating for the [Fall/Spring/Summer] semester of [Year].

Due to a diagnosed physical disability/medical condition, I experience significant [pain/discomfort/limitations] when using standard classroom desks or chairs. To ensure I have equal access to the educational environment and can focus on my coursework, I require ergonomic seating as a reasonable accommodation.

Specifically, I am requesting the following:

- [Type of chair, e.g., Adjustable office chair with lumbar support]
- [Specific desk requirement, e.g., Height-adjustable table or standing desk]
- [Specific location, e.g., Placement near the front of the room or near an outlet]

I have attached supporting medical documentation from my healthcare provider which outlines my functional limitations and the necessity of this ergonomic equipment.

Please let me know the next steps for coordinating the delivery or placement of this seating in my assigned classrooms. I am available to discuss this request via email at [Email Address] or by phone at [Phone Number].

Thank you for your time and assistance in making my learning environment accessible.

Sincerely,

[Your Signature]

[Your Printed Name]