

Date: [Insert Date]

To: [Name of Disability Services Coordinator / School Administrator / Supervisor]

From: [Your Name / Parent or Guardian Name]

Subject: Formal Request for Reader Accommodations - [Student/Employee Name]

Dear [Name],

I am writing to formally request reasonable accommodations for [Student/Employee Name], who has a documented Specific Learning Disability (SLD) in the form of Dyslexia. This diagnosis significantly impacts [his/her/their] ability to process printed text and read fluently at the required speed and accuracy.

To ensure equal access to [educational materials / workplace tasks] and to accurately measure [his/her/their] knowledge rather than reading speed, we are requesting the following reader accommodations:

- **Human Reader:** Provision of a qualified individual to read instructions, questions, and text passages aloud during exams and assignments.
- **Text-to-Speech (TTS) Software:** Access to digital tools (e.g., Kurzweil, Read&Write, or built-in OS readers) for all reading materials.
- **Audio Versions:** Provision of textbooks and long-form documents in audio format.
- **Extended Time:** Additional time (e.g., 50% or 100% extra) to allow for the auditory processing of information.

Attached is supporting documentation from [Doctor/Specialist Name] which confirms the diagnosis and the functional necessity of these accommodations.

Please let me know when we can meet to discuss the implementation of these supports. Thank you for your time and assistance in ensuring an accessible environment.

Sincerely,

[Your Signature]

[Your Phone Number]

[Your Email Address]