

Date: [Insert Date]

To: [Name of Supervisor, Professor, or HR Representative]

From: [Your Full Name]

Subject: Request for Magnification and Large Print Accommodations

Dear [Recipient Name],

I am writing to formally request reasonable accommodations due to a visual impairment that affects my ability to read standard-sized text and view small details. To perform my duties effectively and ensure equal access to information, I require the following accommodations:

- **Large Print Materials:** All printed documents, including meeting agendas, training manuals, and handouts, provided in at least [Insert Size, e.g., 18pt] font.
- **Digital Magnification:** Screen magnification software for my workstation or permission to use built-in accessibility zoom features on operating systems.
- **Physical Magnifiers:** Access to a handheld or desktop video magnifier (CCTV) for reading physical labels or non-digital documents.
- **High-Contrast Formatting:** Digital documents provided in high-contrast formats (e.g., bold black text on a white or pale yellow background).

These tools will allow me to complete my tasks accurately and independently. I am happy to discuss these needs further or provide medical documentation from my healthcare provider if required.

Thank you for your time and for supporting an accessible environment. I look forward to your response regarding the implementation of these requests.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number/Email]