

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

[Date]

[Landlord or Property Manager Name]
[Property Management Company Name, if applicable]
[Address]

RE: Request for Reasonable Accommodation - Ground Floor Unit Access

Dear [Landlord/Manager Name],

I am a tenant at [Your Address/Unit Number]. I am writing to formally request a reasonable accommodation regarding my housing under the Fair Housing Act and other applicable disability rights laws.

I have a disability that limits my mobility and makes it difficult or impossible for me to safely use stairs to access my current unit. Because of these physical limitations, I require an apartment located on the ground floor or a unit that provides elevator access to ensure I can enter and exit my home safely and independently.

I am requesting that I be moved to a ground-floor unit as soon as one becomes available. If there is a difference in rent, I would like to discuss how we can facilitate this transfer as a necessary accommodation for my disability.

Attached, please find a letter from my [Medical Professional's Title, e.g., Doctor/Physical Therapist] confirming that I have a disability and that a ground-floor unit is necessary due to my functional limitations.

Please provide a response to this request by [Date, e.g., 10 business days from now]. I look forward to cooperating with you to find a solution that allows me to continue living in this community safely.

Sincerely,

[Your Signature]

[Your Printed Name]