

[Your Name]

[Your Address/Unit Number]

[Your Phone Number]

[Your Email Address]

[Date]

[Landlord or Property Manager Name]

[Management Company Name]

[Address]

RE: Request for Reasonable Accommodation - In-Unit Air Conditioning

Dear [Landlord/Property Manager Name],

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

I have a medical condition that significantly limits one or more major life activities. Due to this condition, I am highly sensitive to heat and poor air quality. Maintaining a consistent, cool temperature in my living space is medically necessary to prevent the exacerbation of my symptoms and to ensure my health and safety.

To accommodate my disability, I am requesting permission to:

[Specify request: e.g., install a portable air conditioning unit / install a window unit / have management repair the existing central air system].

Attached to this letter is a supporting document from my healthcare provider confirming my need for this accommodation. This modification is necessary for me to have an equal opportunity to use and enjoy my dwelling.

Please let me know if you require any additional information or if there is a specific form you would like me to complete. I look forward to your response by [Date, e.g., 7-10 business days from now].

Sincerely,

[Your Signature]

[Your Printed Name]