

[Your Name]  
[Your Job Title/Position]  
[Date]

To: [Name of Safety Officer/Department Manager]  
From: [Your Name]  
Subject: Request for Accommodation: Safety Briefing Accessibility

Dear [Name of Responsible Party],

I am writing to formally request accessibility accommodations for upcoming safety briefings and emergency procedure trainings. Due to a hearing impairment, I require specific adjustments to ensure I fully understand all critical safety protocols and emergency instructions.

To ensure my safety and compliance with company regulations, I am requesting the following accommodations:

- Written transcripts or outlines of the presentation materials provided in advance.
- Live captioning or a sign language interpreter during oral presentations.
- Visual aids (slides, videos with subtitles, or printed diagrams) to accompany verbal instructions.
- A designated "safety buddy" to alert me in the event of an audible emergency alarm.
- Preferential seating near the speaker to facilitate lip-reading and better acoustics.

Please let me know which of these measures can be implemented for the next scheduled briefing on [Date of Briefing]. I am available to discuss these needs further to ensure the most effective solution for both parties.

Thank you for your assistance in ensuring a safe working environment.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Employee ID/Department]