

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Business Owner/Manager]  
[Name of Business]  
[Business Address]  
[City, State, Zip Code]

**RE: NOTICE OF NON-COMPLIANCE WITH THE AMERICANS WITH  
DISABILITIES ACT (ADA)**

Dear [Name of Business Owner/Manager],

I am writing to formally bring to your attention certain accessibility barriers I encountered at your establishment located at [Business Address] on [Date of Visit].

As a person with a disability, I am entitled to full and equal enjoyment of the goods, services, facilities, and privileges provided by your business under Title III of the Americans with Disabilities Act (ADA). During my visit, I encountered the following barriers that hindered my access:

- [Barrier 1: e.g., Lack of van-accessible parking spaces]
- [Barrier 2: e.g., Entrance ramp exceeds maximum allowable slope]
- [Barrier 3: e.g., Restroom grab bars are incorrectly positioned]
- [Barrier 4: e.g., Service counters are too high for wheelchair access]

The ADA requires public accommodations to remove architectural barriers in existing facilities where such removal is "readily achievable." The barriers listed above appear to violate the 2010 ADA Standards for Accessible Design.

I am requesting that you take immediate steps to remedy these issues to ensure your facility is accessible to all individuals. Please provide a written response within [Number, e.g., 14] business days outlining your plan to correct these barriers and a projected timeline for completion.

My goal is to ensure equal access for the community and to avoid the necessity of formal legal action or filing a complaint with the Department of Justice. I look forward to your prompt cooperation in resolving this matter.

Sincerely,

[Your Signature]

[Your Printed Name]