

Dear Professors:

I am writing to explain a little about my need for accommodation of a permanent disability. I have _____ **(fill in your disability)**, resulting in difficulty with _____ **(fill in functional difficulties with school)**. My strengths are in _____ **(fill in the blank)**. In order to make the most of the learning opportunities in your course, I will need the following accommodations: _____ **(list them here)**. As outlined above, there may be times when I require additional time to complete an assignment because it takes me longer than my peers to _____ **(list academic tasks that you need to do differently)**. I also require extra time for exams, due to my _____ **(list functional difficulty)**.

These accommodations have been discussed and approved by the Office for Students with Disabilities (use the correct name of the office at your school). Please refer to the attached approval form for verification. If you have any other questions, you may also contact the OSD at xxx-xxx-xxxx. I look forward to meeting with you at your earliest convenience to discuss any other aspects of my needs that may arise in your course. I will contact you to set a convenient time for us to speak privately about the details of my accommodations in your course. Or, you can reach me by e-mail at _____ or by phone at _____ to set up an appointment time. Thank you for your consideration of my request. I hope we can speak soon.

Sincerely,

_____ **(your name)**