



Dear Professor **(fill name of professor/instructor)**:

I am writing to explain a little about my need for accommodation(s) to address limitations arising from 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 your strengths)**. In order to make the most of the learning opportunities in your course, I require the following accommodations: **(list them below)**

- **(blank)**
- **(blank)**

These accommodations have been discussed and approved by **(use the correct name of the AS office at your school)**. Please refer to the attached approval form for verification. If you have any other questions, you may also contact **(name and contact information for AS advisor)**. I will contact you to set a convenient time for us to speak privately about the details of my accommodations in your course. You can reach me by e-mail at **(fill in your school email)** or by phone at **(fill in your phone number)** if you need to follow up. 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. Thank you for your consideration of my request. I hope we can speak soon.

Sincerely,

\_\_\_\_\_ **(your name)**

\_\_\_\_\_ **(your student number)**