



January 28, 2021

Dear Professor Jones:

I am writing to explain a little about my need for accommodation(s) to address limitations arising from a permanent disability. I have a learning disability affecting my word reading and spelling skills. My strengths are in non-verbal reasoning, visual processing speed, and visual memory. In order to make the most of the learning opportunities in your course, I require the following accommodations:

- Use of a computer equipped with text-to-speech and spell check software for assignments, quizzes, tests, and examinations
- Alternate format reading materials, quizzes, tests, and examinations to allow access to text-to-speech software

These accommodations have been discussed and approved by the Accessibility Services office. Please refer to the attached approval form for verification. If you have any other questions, you may also contact John Doe at [jdoe@olts.ca](mailto:jdoe@olts.ca). 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 [scarter@olts.ca](mailto:scarter@olts.ca) or by phone at 613-359-4645 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,

Samuel Carter  
Student #: 64221594