

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)**