Sample Special Accommodation Approval Letter

[Your Name]

[Your Title]

[Accommodations Office Name]

[University/Institution Name]

[Institution Address]

[City, State, ZIP Code]

[Date]

[Student's Name]

[Student's Address]

[City, State, ZIP Code]

Dear [Student's Name],

Subject: Special Accommodation Approval

I am writing to inform you that your request for special accommodations for [Reason for Accommodation] has been approved by the Accommodations Office. Your proactive approach to addressing your needs is commendable.

Please review the attached special accommodation approval details, including approved accommodations and any necessary coordination. If you have any questions or need further information, please contact our accommodations office.

We are committed to providing an inclusive and supportive environment to facilitate your academic success.

Best regards,

[Your Name]

[Your Title]