

Formal academic accommodation request

Subject: Academic Accommodation Request

Dear [Professor/Academic Advisor Name],

I am writing to request academic accommodations for [Course Name/Number] due to my documented disability. I am currently registered with the Office of Disability Services under case number [number].

My condition affects my ability to [specific academic challenges], and I am requesting the following accommodations:

- Extended time on examinations (time and a half)
- Alternative testing environment (quiet, distraction-free room)
- Note-taking assistance or access to lecture recordings
- Flexible attendance policy when medically necessary

These accommodations have been approved by the disability services office and are consistent with my documented needs. I am committed to maintaining the academic standards of your course while utilizing these necessary supports.

I would welcome the opportunity to discuss how these accommodations can be implemented in your class. Please let me know if you need any additional documentation or have questions about the accommodation process.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Student ID]

[Contact Information]

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