[Date]

[First and Last Name of Landlord or Company of Housing Provider]

[Landlord or Housing Provider Address]

[City] [State], [Zip Code]

[OR VIA [Landlord or Housing Provider email] **if sending by email**]

Re: [Your first and last name] request for a reasonable [accommodation or modification]

Dear [Landlord Name or Housing Provider],

I am a tenant at [Your address or Complex Name]. I am an individual with a disability. My disability limits the way I can use and enjoy my home. **[Provide a brief explanation]**.

I am requesting the following reasonable modification in [my apartment, my house, the building in which I live, the parking lot] OR I am requesting a change, exception or adjustment in the following rules, policies, practices or services: [**list requested modification or accommodation here**].

The [modification/accommodation] requested above is necessary to afford me full and equal use and enjoyment of my home. **[Include if your disability is not obvious or if it is not obvious how the modification/accommodation will help you use and enjoy the home:]** Attached is a letter from my medical provider explaining how this [modification/accommodation] will assist with my disability.

Please reply to my request in writing within the next ten (10) business days to inform me whether you will grant my request for a reasonable accommodation. If you have any questions about my request, please do not hesitate to contact me at [phone number or email address]. Thank you.

Sincerely,

[Your Name]

[Your Address]

[City] [State], [Zip Code]