

Sample Letter Request for Reasonable Accommodation/ Modification

Date

Dear Mr/Ms. Housing/Facility Manager:

I am writing on behalf of my [mother/father, etc], [NAME OF LOVED ONE], to request a reasonable accommodation/ modification with regard to his/her disability, which substantially limits one or more of his/her major life activities. Specifically, I am writing to request: *describe the specific change in rule, policy, practice or service, or physical premises, you are seeking.*

He/she needs this accommodation so that He/she can live here as easily and successfully as the other residents and fully use and enjoy the premises.

I have attached a letter from my [mother's/father's, etc.] doctor certifying that this request is necessary. (*attaching such a letter may or may not be necessary*)

As you probably know, because [NAME OF LOVED ONE] has a disability, fair housing laws entitle him/her to reasonable accommodations/modifications.

Please respond to this request in writing within seven business days. Thank for your assistance.

Sincerely,

Your Name