

New Message



To: Professor's email

Subject: Accomodation letter for (course name here)



Dear (Professor's name)

My name is [Your Name], and I am a student in your [Course Name and Number] class. I am reaching out to you because I am registered with Disability Services and have been approved for accommodations, including [mention a specific accommodation(s), e.g., extra time on ____].

I would like to schedule a meeting with you to discuss how these accommodations will be implemented in your course. I am available to meet during your office hours, or we can arrange an alternative time. I am available in-person or by Zoom.

Please let me know what works best for you.

Thank you in advance for your time and understanding,



Remind me



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