

Subject: Request for Accommodations

Dear [Teacher's Name],

I hope this email finds you well. I am writing to request specific accommodations in your class to help me succeed academically. I have been diagnosed with [briefly mention condition or learning need if comfortable], which impacts my ability to [briefly explain how the condition affects learning, [e.g. "focus during tests" or "complete assignments in a timely manner"]]. Based on discussions with [parent/guardian/school counselor], I believe the following accommodations would be beneficial for me:

1. [Accommodation #1] (e.g., extended time on tests)
2. [Accommodation #2] (e.g., access to lecture notes or recorded lessons)
3. [Accommodation #3] (e.g., seating arrangement)

I have attached the necessary documentation from [e.g., my healthcare provider, IEP, 504 Plan] that supports my request. If possible, I would appreciate meeting with you to discuss how we can best implement these accommodations in your class.

Thank you for your time and understanding. I look forward to working with you to ensure a successful and productive school year.

Best regards,

[Your Full Name]

[Your Grade/Class]

[Parent/Guardian Name] (optional for young students)