

SAMPLE LETTER

**Request for Reasonable Accommodation**

Name:

Phone:

Address:

1. The following member of my household has a disability:
2. Please provide the following change or changes so that the person listed above can live here as easily and successfully as the other residents.

A change in my apartment or other part of the housing complex.  
Specifically:

A change in the following rule or the other way you do things: (I understand that I may ask for changes in how I meet the terms of the lease, but that everyone must continue to meet the terms of the lease).

3. I need this reasonable accommodation because:
4. You may verify the need for this request by contacting:

Name:

Phone:

Address:

I give you permission to contact the above individual for purposes of verifying that I or a family member needs the reasonable accommodation requested above.

**Signed:**

**Date:**