Your Name

Your address

Date

Dear Sir / Madam,

I am writing to you because I have a learning disability. This affects me in the following ways:

*Describe your needs here.*

The Equality Act 2010 places a duty on organisations to make reasonable adjustments for disabled people so that they are not at a substantial disadvantage.

I am writing to request that you make the following adjustments to accommodate my disability:

*Describe details of the adjustment you would like the organisation to make*.

I believe that this will be the reasonable adjustment that I need to have equal access to your service.

Please let me know if you have any questions.

I look forward to receiving your response.

Yours faithfully

*Your name*