

INSTRUCTIONS

The following sample letter is designed for individuals with disabilities who experience barriers to their enjoyment of any public accommodation, such as a hotel, restaurant, or museum. The purpose of this letter is to provide a written request for a reasonable modification regarding the removal of a barrier which prevents a person with a disability from accessing goods or services on an equal basis with the rest of the general public. Please note this sample letter is not intended to be legal advice or a substitute for professional services. It does not establish an attorney-client relationship.

Please read the following before filling out the sample letter.

Replace the sample text in parentheses with your own information.

The sample paragraph should be replaced with a description of your situation. This paragraph is meant for you to: (1) identify the barrier, (2) state where it is located, (3) how it denied your enjoyment of that building or area, and; (4) express your interest in continuing to use and enjoy the public accommodation.

If you experience any technical problems with downloading this document, please contact the Disability Rights Legal Center at DRLC@lls.edu.