



(Date)

(Name and Address of Business)	Via U.S. Mail
--------------------------------	---------------

Re: Request for Barrier Removal to Avoid Disability Discrimination at
(Name of Business, e.g. The Coffee Spot)

Dear (Mr./Ms. Last Name of Business Owner, e.g. Mr. Adams):

I am writing to request the removal of a barrier at (name of business) to avoid any further incidents of disability discrimination. Specifically, (describe your proposed barrier removal in one sentence, e.g. "I use a wheelchair and I cannot enter your restaurant because there is a small step in front of the entrance door.")

I have a disability which (describe nature of disability e.g. limits my mobility). Title III of the Americans with Disabilities Act prohibits places of public accommodation, such as (type of business, e.g. restaurants) from discriminating against qualified individuals with disabilities, and entitles persons with disabilities to "full and equal enjoyment of public facilities." Because (name of business) is a (type of business e.g. restaurant), it is a place of public accommodation. As a place of public accommodation, (name of business), is prohibited from discriminating against individuals with disabilities. (Name of business) has (name the barrier related to your disability e.g. an inaccessible entrance for wheelchair users) and therefore has failed to provide full and equal enjoyment of public facilities, constituting disability discrimination under Title III.

Under Title III, (type of business e.g. hotel), such as (name of business), must modify its policies to allow for reasonable accommodations to an individual with a disability. The ADA requires companies providing goods and services to the public to take certain limited steps to improve access to existing places of business. This mandate includes the obligation to remove barriers from existing buildings when it is readily achievable to do so.

(The next paragraph should be specific to your situation. The following sample paragraph serves as a model for how you could describe your situation.)

[SAMPLE] (On May 20, 2010, while window shopping I decided to enter (a specific store). There was a metal bar on the floor that was too high and made it very difficult for me to enter the store. Additionally, there was a rug on the floor that folded up when I tried to go over it in my wheelchair. As a result, I was physically unable to move my wheelchair until an employee assisted me. These barriers interfered with my ability to fully and equally access your store. [If injured or embarrassed, you should describe] I would like to visit your store again but I and other similarly-situated individuals cannot without removal of these barriers.)

Please send your reply in writing about this request for barrier removal within ten business days. I look forward to receiving your reply.

Sincerely,

(Your Name)

(Contact Information)