

(Date)

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| (Name and Address of Housing Provider) | Via U.S. Mail |
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Re: Request for Reasonable Accommodation at (Name of Housing Provider)

Dear (Mr./Ms. Last Name of Manager or Housing Provider, e.g. Mr. Adams):

I am a tenant at (Address/Name of housing facility e.g. XYZ Apartments). I am a person with a disability as defined by state and federal fair housing laws. I am writing to request a reasonable accommodation for my disability, pursuant to the federal Fair Housing Amendments Act of 1988 (42 U.S.C. 3601, et seq.). Specifically, (Describe accommodation sought, e.g. "I need a wheelchair ramp for my mobility impairment"). As described below, my requested accommodation is necessary for me to have full and equal use and enjoyment of my housing.

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

[**SAMPLE 1**] (My apartment has one bedroom and I live by myself. Since a childhood accident, I have required a wheelchair in order to move around. Usually, I am able to travel relatively easily from place to place. However, the front stairway that leads from the street into the complex has no adjacent ramp. For this reason, I am forced to go behind the building, through a dangerous and dirty alley, in order to reach the back door of the complex. This door has a ramp for deliveries. It is humiliating and frustrating to have to enter my own apartment in this way. For this reason, I request that a ramp be built in the front so that I can enter the complex from the front.)

[**SAMPLE 2**] (My disability impacts my ability to use and enjoy my unit by causing me severe anxiety and interfering with my ability to sleep. I have been prescribed an emotional support animal to help me compensate for this aspect of my disability. Please see the attached letter from my Doctor prescribing me an emotional support animal for my disability. I am asking that you modify your existing pet rules to permit me to have an emotional support animal as recommended by my doctor. The presence of a companion animal would help me greatly by providing me with needed comfort and emotional support I need to be able to obtain healthy amounts of sleep.)

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

Sincerely,

(Your Name)
(Contact Information)