

TEMPLATE: HOW TO REQUEST A HOUSING ACCOMMODATION

Date

Your Name

Your Address

Mr. / Mrs. / Ms. / Mx. _____[Insert landlord's name]

Property Name (if there is one)

Landlord's Address

Dear Mr. / Mrs. /Ms. / Mx. _____[Insert landlord's name], I am writing to request a reasonable accommodation related to my housing. I live at _____[insert address and apartment number].

I am experiencing some difficulties with my current housing situation because of my disability. For example, _____[insert difficulties you're facing].

I am requesting that you _____[insert requested accommodation]. I believe that this accommodation will _____[describe how accommodation(s) will help you use and enjoy your housing and address disability-related needs].

I would like to discuss this request with you so that we can work together to find an effective accommodation.

If you would like to learn more about my rights under the Americans with Disabilities Act, you can review the U.S. Department of Housing and Urban Development website <https://www.hudexchange.info/homelessness-assistance/coc-esg-virtual-binders/coc-esg-additional-requirements/fair-housing-and-equal-access/reasonable-accommodations/>).

Please let me know what, if any, additional information you need from me and if you have any questions about my request. I would appreciate a written response to my request within two weeks of the date of this letter. I look forward to your response and appreciate your attention to this matter.

Sincerely,

Your name

Your full address

Your phone number