

Sample Letter: Request for Reasonable Accommodation

[Date]

[Landlord/Manager's Address]

Dear [Landlord/Manager's Name]:

I have a disability that impairs my ability to (describe your disability, i.e. to see, to walk stairs, etc.).

Please provide the following accommodation/modification so that I may meet the terms of my rental agreement, and so that I may have full use and enjoyment of the premises.

I need: (include one of the following options)

- A change in my apartment or other part of the housing complex. (Please state what you need—be specific.)
- A change in the following rules, policies, or procedures. (Please state what you need—be specific.)

You may verify the need for this request by contacting: [Identify a qualified individual—physician, social worker, etc.]

Name:

Address:

Phone Number:

If you have any questions about the fair housing laws, please contact the Seattle Office for Civil Rights at 206-684-4500 or the King County Office of Civil Rights Enforcement at 206-296-7592.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]