

REASONABLE ACCOMMODATION / MODIFICATION APPROVAL NOTICE

Date: _____

Dear _____,

We have approved your request for the following change or reasonable accommodation:

_____.

We can provide this accommodation by _____(date).

To make the change you requested, we must have bids and then arrange installation so we cannot make the change immediately. We will let you know the date as soon as we have that information.

Other reason for delay. _____.

Please call us at _____ if you have any questions.

If you think this accommodation will not meet your needs or will take too long to provide, you may request an informal meeting by: _____.

Sincerely yours,