

Approval Of Request For Reasonable Accommodation

Date: _____

To: _____

From: _____

Dear Madam or Sir:

We have approved your request for the following change or Reasonable Accommodation _____

_____ We can provide you with this accommodation by _____

_____ Your name will be placed on our Reasonable Accommodation unit transfer list.

_____ After you have provided all necessary documentation such as picture, shots, license, etc.

_____ To make the change you requested, we must have three bids and then arrange installation. This is why we are not able to provide you with the accommodation immediately.

Please call us at _____ if you have any questions.

You may request an informal hearing if either of the following applies:

_____ The change or reasonable accommodation is not what you requested and you are dissatisfied with the proposed accommodation.

_____ You are dissatisfied with the timeliness of the completion of the change or Reasonable Accommodation.

Sincerely,

On-Site Manager