

[Date]

[Landlord Name]

[Landlord Address Line 1]

[Landlord Address Line 2]

[Landlord Address Line 3]

[OR Landlord's email if sending by email]

Dear **[Landlord Name]**,

I live at **[address]**. I am a person with a disability as defined under the Fair Housing Act and Wisconsin's Open Housing Law. I am requesting a reasonable accommodation in **[my apartment, my house, the building in which I live, the parking lot]**.

My disability affects the way I can use and enjoy my home. **[Provide a brief explanation, and insert request for accommodation.]**

[Include if your disability is not apparent] Attached is a letter from my medical provider explaining how this accommodation will assist with my disability.

Please reply to my request in writing within the next ten (10) business days. If you have any questions about my request, please do not hesitate to contact me at **[phone number or email address]**. Thank you.

Sincerely,

[Tenant Name(s)]

[Tenant Address Line 1]

[Tenant Address Line 2]

[Tenant Address Line 3]

Examples:

...My disability affects the way I can use and enjoy my home. I have difficulty getting in and out of the shower. I am requesting that you install a grab bar in the shower...

...My disability affects the way I can use and enjoy my home. I cannot always hear the doorbell. I am requesting that you install a light with the doorbell so that I can see when someone is at my door...

...My disability affects the way I can use and enjoy my home. I need help with communications about my home. I am requesting to have my sister be the point of contact for any communications you would normally have with me. Her name is ___. Her phone number is ___ and her email is ___...