

Premises – Request to make a reasonable adjustment

Your address

Date

Organisation's Name
Organisation's Address

Dear (*Insert the name of the person you are writing to*)

Subject: Say what your letter is about

I would like you to accept this letter as a formal request for a reasonable adjustment.

Describe what has happened and how you are at a substantial disadvantage because of your disability. (Give the facts of the case being specific and clear)

I believe the (*explain the policy/practice etc., and how it is causing the disadvantage*) places me as a disabled person at a substantial disadvantage when compared to a non-disabled person.

As the controller of the *premises/landlord* under the Equality Act 2017 you have a duty to make reasonable adjustments to a provision, criteria or practice of/lack of the provision of an auxiliary aid or service which places as person at a substantial disadvantage due to their disability. A failure to make a reasonable adjustment is unlawful and amounts to discrimination.

I believe you can make an adjustment by (*explain what adjustment can be made and how it would help with your disability i.e. a temporary ramp for access to the premises due to mobility issues*).

I am formally requesting that you consider the above adjustments. If you feel you are unable to make the adjustments please provide your reasons in writing as to why you are unable to make them.

I look forward to receiving your response in writing within the next 28 days from receipt of this letter.

Yours *sincerely/faithfully*

Your name