Dear Instructor: INSTRUCTORS NAME

Please allow me to introduce myself, my name is STUDENT NAME. I am in your NAME AND DATE AND TIME OF COURSE. I would like to meet with you during your office hours at LOCATION OF OFFICE AND TIME. The purpose of my meeting is to discuss my Accommodation Form from the Office of AccessABILITY Resources. For your convenience I have attached a copy of my accommodation form to this email. I look forward to hearing from you to confirm our meeting.

Thank you in advance: STUDENT NAME

The green highlighted areas are for your convenience please un highlight before you email