

Sample Letter – ADA Title II Accessibility

[Date]

[Name of State/local government agency]

[Address]

Dear [Head of state/local government agency]:

I write concerning the accessibility of the following government service, program, or activity:

_____.

It has been my experience that this service/program/activity is not accessible because

_____.

_____.

Title II of the Americans with Disabilities Act (ADA) prohibits discrimination by state or local governments on the basis of disability. Under Title II of the ADA, a state or local government must ensure accessibility of all services, programs, and activities by:

- eliminating any eligibility criteria for participation in programs, activities, and services that screen out or tend to screen out persons with disabilities, unless it can establish that the requirements are necessary for the provision of the service, program, or activity;
- reasonably modifying its policies, practices, or procedures to avoid discrimination; and
- ensuring individuals with disabilities are not excluded from services, programs, and activities because existing buildings are inaccessible.

To ensure accessibility of the above service/program/activity, I respectfully request that you:

- eliminate the eligibility criteria specified below;
- reasonably modify the policy, practice, or procedure specified below; or
- alter the existing facility specified below, construct additional facilities, relocate the service/program/activity to an accessible facility, or provide the service/program/activity at an alternate accessible site.

Specifically, I request the following: _____

_____.

Please reply to my request in writing within ten (10) business days. If you have any questions about my request, please contact me at _____.

Sincerely,

_____ [Signature]

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