

Sample Letter – ADA Title III Accessibility

[Date]

[Business Name]

[Address]

Dear [Business Manager]:

I write concerning the accessibility of your business.

It has been my experience that your business is not accessible because

Title III of the Americans with Disabilities Act (ADA) prohibits discrimination by places of public accommodation. Places of public accommodation are private businesses or organizations that provide goods and services to the public. Title III applies to all public accommodations, regardless of size.

A wide variety of places are considered public accommodations. This includes, but is not limited to, hotels, restaurants, bars, movie theaters, stadiums, shopping centers, grocery stores, banks, hospitals, doctor's offices, lawyer's offices, bus stations, museums, zoos, private schools, homeless shelters, and golf courses.

Under Title III of the ADA, a place of public accommodation must ensure accessibility of all services, programs, and activities by:

- eliminating any unnecessary eligibility criteria that screen out or tend to screen out persons with disabilities from fully and equally enjoying any goods, services, facilities, privileges, advantages or accommodations;
- reasonably modifying policies, practices, or procedures to avoid discrimination; and
- ensuring individuals with disabilities are not excluded from goods, services, facilities, privileges, advantages or accommodations because existing buildings are inaccessible.

To ensure accessibility of your business, I respectfully request that you:

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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