# Sample Letter for Housing Accommodation Requests (Non-ESA)

**[Official letterhead, including provider address]**

**[Date]**

I am a **[provider type]** and have been working with **[student name]** for **[duration].**

**[Student name]** has a physical or mental condition that meets the Fair Housing Act’s definition of disability. This condition causes functional limitations including: **[list functional limitations that require the requested accommodation].**

The following accommodations are necessary for **[student name]** to have an equal opportunity to enjoy and use a dwelling in University Housing: **[accommodation recommendations to address the functional limitations that have been specified.]** These accommodations are necessary because **[provide justification of the relationship between the student’s disability and the need for the requested accommodation.]**

Sincerely,

**Signature**

**Provider name and title**

**Licensing state and number**