[DATE]

[NAME OF LANDLORD/HOMEOWNERS’ ASSOCIATION PRESIDENT]

[ADDRESS OF LANDLORD/HOMEOWNERS’ ASSOCIATION]

Re: Request for reasonable modification

Dear [LANDLORD/HOMEOWNERS’ ASSOCIATION PRESIDENT],

I am a person with a disability, as defined by the Fair Housing Act and Americans with Disabilities Act. In other words, my disability substantially limits at least one major life activity. My disability is affecting my ability to enjoy the property by [EXPLAIN HOW YOUR DISABILITY IS RELATED TO DIFFICULTY IN REGARD TO HOUSING].

The Fair Housing Act prohibits discrimination against individuals with disabilities. Discrimination includes the refusal “to permit, at the expense of the [person with a disability], reasonable modifications of existing premises occupied were to be occupied by such person if [needed] to afford such person for enjoyment of the premises . . . .” 42 U.S.C. § 3604(f)(3)(A). To grant me the equal opportunity to use and enjoy my home, I am requesting your permission to change the premises by [DESIRED MODIFICATION(S)].

[IF YOUR DISABILITY IS NOT OBVIOUS, INCLUDE THE FOLLOWING STATEMENT:

I have enclosed verification about my disability from [NAME OF HEALTH CARE PROFESSIONAL]. This verification also describes how the functional limitations that I experience necessitate the reasonable modification(s) I am requesting permission to institute.]

If you have any questions or concerns about my request, please feel free to contact me at [YOUR EMAIL ADDRESS OR ADDRESS]. I look forward to your response within 10 business days. Thank you in advance for your assistance.

Sincerely,

[YOUR SIGNATURE]

[YOUR NAME]

[YOUR ADDRESS]