



Example Email Communications

Hi – I am Deaf and I would like to attend the event your department is hosting.

Thanks,

Tim

Hi Tim,

My name is Jennifer, I work at The Mayor's Office for People with Disabilities, and I am happy to assist you in getting the accessibility you need to participate in our event.

Can you please provide the following information so I can request the appropriate service?

Full Name:

Best way to contact you:

Name of Event

Date

Time

Accessibility request:

Looking forward to hearing back from you so we can make this request in a timely manner.

Please let me know if you have any questions.

Thanks,

Jennifer

Hi Jennifer,

Here is the information you requested below. Please let me know if you have any other questions.

Full Name- Tim Smith

Best way to contact- email

Name of event- MOPD ADA Celebration

Date of event- July 26, 2021

Time- 1-4 pm

Accessibility Request- ASL interpreter

Thank you,

Tim

Tim,

Thank you so much for providing this information. The interpreter has been secured.

I look forward to seeing you at the event!

Thanks,

Jennifer