

Your Financial Company Info:

Financial Company Name

Street Address

City, State, ZIP

ADA Compliance Department:

I am inquiring about receiving my financial statements, financial options, marketing and policy updates in an alternative format. I have a visual impairment and the documents I currently receive are in a format that is not accessible to me. Please send the materials in the following format:

- Accessible Electronic Document Braille
 Audio Large Print

If your organization does not currently use a company for your alternative format requirements please consider using Braille Works. They work with leading financial institutions to produce accessible 508 compliant PDF's, audio, Braille, and large print documents for their visually impaired customers.

Braille Works meets the highest compliance standards for accessible statements and notices. To reach them, go to BrailleWorks.com or call 1-800-258-7544.

Thank you in advance for complying with the Federal laws regarding my obtaining equal access to Financial Information and Statements.

Please send the materials to the address below.

Sincerely,

Your Name

Your Phone Number

Your Street Address

Your City, State, ZIP