

Company Info:

Company Name

Street Address

City, State, ZIP

To Whom It May Concern:

I am inquiring about receiving my account information, monthly statements and/or customer care materials that your company provides 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 (PDF)
- Audio
- Braille
- Large Print

If your organization does not currently have a company for alternative format material requirements, please consider using Braille Works, the established and trusted source for accessible documents in the United States. Braille Works provides large banking institutions, leading health insurance companies, and government agencies with accessible PDF's, audio, Braille, and large print documents for their blind and visually impaired customers.

To reach them, visit [BrailleWorks.com](http://BrailleWorks.com) or call 1-800-258-7544.

Thank you in advance for complying with the Federal laws regarding my obtaining equal access to information in an accessible format I can read for myself.

Please send the materials to the address below.

Sincerely,

Your Name

Your Street Address

Your City, State, ZIP