**Subject: Request for Accommodation under the BC Human Rights Code**

Your Name

Your Address

City, Province, Postal Code

Your Email Address

Phone Number

Today’s Date

Service Provider's Name

Service Provider's Address

City, Province, Postal Code

Dear Service Provider’s Name,

I hope this letter finds you well. I am writing to discuss a matter of importance regarding my rights under the BC *Human Rights Code* and my need for accommodations due to my disability.

I appreciate the services provided by Service Provider’s Name and am committed to maintaining a positive and constructive relationship. However, I have encountered certain challenges related to my disability that require reasonable accommodation to ensure I have equal access to your services.

Specifically, outline the specific issues or barriers you are experiencing in accessing the services.

Under the BC *Human Rights Code*, service providers are obligated to accommodate individuals with disabilities to the point of undue hardship. Accommodations may include adjustments to the way services are delivered, modifications to policies, or other measures that facilitate equal access and participation.

The BC Human Rights Clinic provides information about the duty to accommodate on their website here: <https://bchrc.net/tag/duty-to-accomodate/>.

I am seeking your cooperation to address the specific challenges I face and to explore potential accommodations that would allow me to fully benefit from your services. I am open to discussing this matter further in order to find practical and effective solutions that align with the principles of equality and inclusivity outlined in the BC *Human Rights Code*.

To initiate this dialogue, I propose a meeting at your earliest convenience. During this meeting, we can discuss the specific challenges I am encountering and explore potential accommodations that would allow me to access and enjoy your services with dignity, on a basis of equality with others.

Thank you for your attention to this matter. I look forward to the opportunity to discuss it further with you and to work together to ensure that your services are accessible to all individuals, including those with disabilities, in accordance with the BC *Human Rights Code*.

Sincerely,

Your Name