Access*Ability* Services recommends asking your professor or course instructor for an extension and providing the *Letter of Accommodation* a week before the original due date.

Use the following email template for requesting disability-related extensions.

**From:** YOUR NAME
**Sent:** DATE (e.g., September 18, 2018 10:55 AM)
**To:** PROFESSOR NAME <professor.name@utoronto.ca>
**Subject:** COURSECODE: Disability-related Extension Accommodation Request

Dear Professor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am a student in your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (COURSECODE + SECTION e.g., PSYA02 section L01.) course this term. You should have received an email notification that I am registered with Access*Ability* Services with a link to my accommodation letter. For your reference, you can view a secure copy of my Accommodation Letter in your [my*AIMS* faculty account](https://www.utsc.utoronto.ca/ability/myaims-instructor-information).

For disability-related reasons I am requesting an extension of one week on the upcoming (NAME OF ASSIGMENT E.G. CASE STUDY 2) due DATE. I expect to submit by (DATE), as is outlined in my accommodation letter.

If you have any concerns or questions about this request for accommodation, please contact Access*Ability* Services directly at 416-287-7560 or ability.utsc@utoronto.ca and/or refer to the university [site for faculty on academic accommodations](https://www.viceprovoststudents.utoronto.ca/students/academic-accommodation/).

Thank you in advance for your understanding and I look forward to hearing from you.

Student Name