



SAINT LOUIS UNIVERSITY

CENTER FOR ACCESSIBILITY AND
DISABILITY RESOURCES

Student-Faculty Initial Communication Email Template

Hello Professor Williams,

It is nice to meet you. My name is John Smith, and I am in your MATH 1200-01 course. I wanted to introduce myself before the semester starts and share that I have approved academic accommodations through the Center for Accessibility and Disability Resources (CADR). Attached you will find my letter of accommodation, which includes my list of approved academic accommodations.

I would like to find a time to meet with you to discuss my approved accommodations in your course. Can you please provide your availability outside of office hours to set up a private discussion about my academic accommodations?

Thank you for your time. I look forward to discussing this with you and learning more about the course.