



Email Introduction Template for Professors

Mailbox Compose mail

TO... jsmith@ciu.edu

SEND SUBJECT I would like to introduce myself

Dear Dr. _____:

My name is _____ and I will be taking your _____ course this semester. I wanted to inform you that I use a [cochlear implant/a cochlear implant and a hearing aid/cochlear implants.]

Although my cochlear implant(s) give(s) me access to sound, I sometimes have difficulty hearing and understanding speech, especially in certain environments, like a large classroom. To ensure that I am able to access all of the information in a course, I have discussed the following accommodations with the Office of Disability Services:

- [LIST ACCOMMODATIONS]

I ask that you support these accommodations in your class. Attached you will find a copy of my official accommodations letter from the Office of Disability Services.

If you have any questions or comments, you can reach my at [email address] or [phone number]. Alternatively, you can speak with [name and contact information of staff you worked with at the Office of Disability Services].

I am looking forward to your course,

[Name]

Full name
Contact information

