Dear Professor,

I am enrolled in your **{COURSE and SECTION}** course for the **{FALL/SPRING/SUMMER 20\_\_}** semester. I am a registered student with Disability Resources and Educational Services, who utilizes video captioning and transcripts for audio files as an academic accommodation. In order for the videos to be captioned in time for the class in which you intend to show the video, the videos will need to be given to Accessible Media Services at least eight weeks prior to the class.

I would appreciate if you could let me know as soon as possible if you intend to show videos in your class this semester. If you do, AMS will contact you with details on how to get your videos captioned.

If you have questions specifically for me, or if you have questions for the Accessible Media Office, they can be reached at DRES-Accessible-Media@illinois.edu .

I look forward to hearing from you soon,

{Insert Your Name Here}