

Below is a sample hotel reservation letter prepared by advocates for better communication (a.b.c), an advocacy group allied with the Center for Hearing and Communication.

Date

The General Manager
Hotel Name and Address

Dear _____,

This letter confirms reservation # for a (single/double, smoking/ no smoking room) with a (king/queen/twin) bed(s) from (arrival and departure dates) for (number of people).

I am severely hard of hearing (deaf) and need a hearing aid compatible, volume controlled telephone or TTY, vibrating alarm clock, fire, phone and door knock visual alert system and a TV with closed captioning. Please inform your security staff that in an emergency I will need someone from the hotel to come into my room and alert me.

I need a TTY at the front desk so I can communicate within the hotel.

Please confirm these arrangements to me in writing and indicate the name of the hotel's contact person (day and evening) should I have problems during my stay.

If you have any questions I can be reached at (your phone number and/or e mail address) or fax number.

Sincerely yours,

Your signature

Print your name and address if it doesn't appear on the letterhead.