



Date

Name

Address

City, State, Zip

Subject: Communication Access for People with Hearing Loss

Dear Name: **always use their name; call the venue and ask who is responsible for accessibility**

Thank you for bringing Barbara Kingsolver to the Walnut Creek library on August 23, 2019. I'm a huge fan of her books, and excited to attend the reading of her latest novel.

I plan to attend the event with several friends from my book club. Two of us have hearing loss, and both of us wear hearing aids. In order to be able to understand the presentation we will need to use an assistive listening system. Our assistive listening system of choice is a hearing loop. Does the room the presentation is going to be held in have one?

If I don't hear back from you within a few days, I'll follow up to find out what accommodations are available.

Thank you again for the great programs sponsored by the Walnut Creek Library Foundation.

Sincerely,

A handwritten signature in cursive script that reads 'Ann Thomas'.

Ann Thomas