Sample Email Template:   
Requesting a Peer Notetaker

*(Send to your instructor after* [*generating your Course Accessibility Letters in AIM*](https://slds.osu.edu/aim/tutorials/#students)*)*

**Subject:** [COURSE NAME & NUMBER] – SLDS Peer Notetaker

Hello [INSTRUCTOR],

I am a student in your [COURSE NAME & NUMBER] course.  I am registered with Student Life Disability Services and one of my approved accommodations is a peer notetaker.

Have you already identified a peer note-taker for this course?  If so, could you please share their contact information with me?  If you have not yet identified a peer notetaker for our section, SLDS recommends [following these steps](https://slds.osu.edu/faculty-staff/managing-accommodation-requests/#_notes) to do so.  Once they’ve been identified, please share the notetaker’s contact information with me.

I appreciate your help!

Best,

[YOUR NAME]