

Hello Student,

Welcome to [course title]. This course focuses on [Keep this brief. Hit on *Key Course Objectives* and *Essential Components* that may not be in syllabus.]

I recently received notification from Accessibility Services Center of your accommodation plan.

If you would like to connect and discuss accessing your accommodations within this course, my office hours are as follows. Please contact me by email [email] for online connection options.

[office hours]

Thank you,
Instructor Name