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[Salutation]

As part of the ongoing commitment to ensuring equal access to all citizens, the U.S. Department of Justice (DOJ) mandates that all local governments, including special districts, must comply with the Web Content Accessibility Guidelines (WCAG) 2.1, Level AA standards. These guidelines are designed to ensure that digital content, including websites, applications, and other digital interfaces, is accessible to individuals with disabilities.

To meet our statutory obligations under federal law, our organization, [ORG NAME], and website, located at [https://\[URL\]](https://[URL]) is required to ensure that all digital experiences provided by your firm are fully compliant with WCAG 2.1 AA. This includes conducting an accessibility evaluation and providing documentation, such as an accessibility compliance report utilizing the latest ITIC Voluntary Product Accessibility Template (VPAT) or manual testing reports for the products and services you provide.

If your products or services do not meet these compliance standards or if you are unable to provide the necessary evaluations, we request that you engage with us in a dialogue to understand the current status of your product and discuss how to achieve compliance. This may involve performing or procuring manual testing, providing a roadmap for remediation, and sharing detailed reports on the product's accessibility status.

Please do not hesitate to contact us if you have any questions about the requirements to achieve accessibility compliance. We value our partnership and are committed to working together to ensure that all digital experiences are accessible to everyone.

[Closing]