Dear [VENDOR],

I am a faculty member at College of the Canyons and I am writing to request that you verify the accessibility of [DIGITAL PRODUCT].

To ensure that all students have equal access to [DIGITAL PRODUCT], I need to ensure that the product is compliant with the World Wide Web Consortium's Web Accessibility Initiative (WAI) guidelines. I would appreciate it if you could provide me with a detailed report of the product's accessibility features or a Voluntary Product Accessibility Template.

If the product does not meet the guidelines, please provide me with a plan for ensuring that it will meet the guidelines in the future.

Thank you for your time. If you have any questions, please do not hesitate to contact me.

Sincerely,

[NAME] College of the Canyons Faculty Member