Dear [VENDOR],

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

As part of my District’s purchasing process, I am required to obtain a VPAT for [DIGITAL PRODUCT], to ensure that the product is compliant with [Section 508 guidelines](https://www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh/final-rule/text-of-the-standards-and-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](https://www.canyons.edu/_resources/documents/studentservices/aac/VPAT2_5_508_COC.doc).

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

Sincerely,

[NAME]