Dear [Mr. Smith,]

Thank you for the opportunity to review your website for ADA compliance and to propose remedies.

Your website was inspected visually and analyzed using software tools that grade five major accessibility areas that websites need to use to be useful for visitors who are disabled in some way.

These areas are:

* **Device Readability** – how well an accessibility device can read your site
* **Site Presentation** – how the site looks to accessibility-device users
* **User Control** – how well the site can be controlled by disabled users
* **Naming Conventions** – how the site is structured and organized
* **Predictability** – how intuitive your site is to the visitor

Attached you will find the report output, which lists the specific problems found and recommendations for their remedy.

In summation, your site fails to meet standards in **[5 of the 5]** accessibility areas as the current configuration presents significant challenges to persons with disabilities.

It is therefore my recommendation that you consider the issues and these remedies, addressing them quickly. If your business meets the requirement standard as detailed by the Americans with Disabilities Act, it is critical that you address the issues without delay.

My shop is equipped with the expertise to address all the issues found; however, you do not need me specifically to do the work and are under no obligation to use my services.

I only ask that you give due consideration to the attention that I’ve brought to the missing features that are certainly impacting your customers with disabilities.

If you’ve decided that these issues need to be addressed right now…

I am available to discuss a reasonable and cost-effective proposal to implement these features and provide fixes.

Please don’t hesitate to contact me at the information below with questions or concerns.

Best Regards,  
**Mr. John C. Consultant**  
555.555.5555  
john@example.com

# Website ADA Compliance REPORT

## **CLIENT INFORMATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| COMPANY NAME: | Enter Company Name | CONTACT PERSON: | Enter Contact Name |
| WEBSITE URL: | Enter Web Address | CONTACT TELE: | Enter Telephone |
| REPORT DATE: | Enter Date |  |  |

## **FINDINGS:**

|  |  |  |
| --- | --- | --- |
| **Compliance Item** | **Summary** |  |
| Alt Text | Most content items do not possess alternative text |  |
| Presentation | Color contrast does not permit high-contrast reading |  |
| User Control | Navigation does not provide visual cues |  |
| Naming Conventions | Page titles are duplicates. Unclear link text found |  |
| Predictability | Forms are not error – friendly |  |

## **RECOMMENDATIONS:**

|  |  |
| --- | --- |
| **Goals:** |  |
| Add alternative text for all image and non-text content. |  |
| Provide for contrast color switching via software plugin. |  |
| Improve visual cues for navigation. |  |
| Rename page titles to unique text that describes the page more clearly. |  |
| Add tooltips and error handling to forms |  |
| Validate website code to confirm error free report |  |

## **NOTES:**

Enter Notes

## **NEXT STEPS:**

Please see attached proposal for details regarding applying fixes to meet compliance goals.