

Hi [Name],

I hope this message finds you well. As part of our procurement and accessibility compliance process, we are required to evaluate the accessibility of third-party tools and platforms before adoption.

Could you please provide a current Voluntary Product Accessibility Template (VPAT) or Accessibility Conformance Report (ACR) for [Product Name]? Ideally, we are looking for a report that covers:

- WCAG 2.1 Level AA conformance (at minimum)
- The current product version
- Any known gaps or limitations, along with planned remediation timelines

If an ACR or VPAT is not currently available, we would appreciate any existing accessibility documentation, audit results, or a timeline for when a formal report might be completed.

In order to meet our compliance goals, we would appreciate receiving this information within the next 10 business days. Please let us know if you have any questions or need clarification about our expectations. We look forward to hearing from you.

Best regards,

[Your Name]

[Title]

Commonwealth University of Pennsylvania

[Email] | [Phone]



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