This template is brought to you by [STAMMA](https://stamma.org/resources/professionals), the British Stammering Association, a registered charity which has been supporting people who stammer for over 40 years. If you find this useful, do become a member for free at our website. Call our helpline or use our webchat service if you need any more support or information. Stammering is simply how some of us talk.  
**stamma.org**

[insert date]

Dear [insert Student Services, Wellbeing Services, Disability Services or the name of department or person you are approaching]

I [am/will be/am hoping to be] a student at the [university/college]. I stammer. I’m aware that [universities/colleges] have a duty to make reasonable adjustments so that people who stammer are not disadvantaged. I’d like to discuss my concerns and reasonable adjustments with you so that I can engage with my course, demonstrate what I learn and get fully involved in [university/college] life.

I’ve put a cross in the boxes below to indicate some of my areas of concern:

Admissions interview

Introductions to other students or in class

Icebreaker activities

Asking questions in lectures and seminars

Answering questions in lectures and seminars

Contributing to tutorials

Contributing to group discussions

Contacting tutors for support or to ask questions

Spoken presentations

Spoken assessments

Socialising with other students

Participating in student groups and societies

Participating in placements, apprenticeships or internships

Other [add in any other aspects you want to discuss]

You may find the [Supporting Students who Stammer in Higher Education](https://stamma.org/sites/default/files/2022-09/Stammering%20in%20HE%20guide%20v.1.2%20STAMMA%20NADP_0.pdf) guide useful.   
To learn more about stammering, the organisation [STAMMA](https://stamma.org/resources/professionals/tutors-lecturers) has helpful information and resources.

When we meet, it may be useful for you to know that it is normal for stammering to vary. It can fluctuate naturally over time and situations, and some people do a lot of work to hide it. For these reasons, you may not always see or hear me stammer (or see or hear me stammer to the same extent). Please contact me using the details below.

Many thanks,

[Your Name]

[Your Contact details]