

[Salutation],

We hope this message finds you well.

On June 30, 2021, Colorado HB21-1110 was enacted to enhance the state's protection against discrimination for persons with disabilities. This legislation mandates the accessibility of all digital government information technology. As a result, all digital experiences provided by the [insert your organization] must adhere to all applicable Level A and AA success criteria of the current non-draft version of the Web Content Accessibility Guidelines (WCAG) 2.1 AA.

In light of this, we are notifying you that [product name] must comply with these WCAG guidelines by July 1, 2024. To ensure compliance, we request that functional accessibility evaluations or manual testing evaluations for [product name] be conducted by your company's experienced internal accessibility team or a certified third-party testing firm at least [cadence such as once per year and/or for every version upgrade]. The results of these evaluations should be provided to [insert your organization] within [x number of days] after testing. These results can be submitted in the form of a manual testing report or an accessibility compliance report, such as a completed Voluntary Product Accessibility Template (VPAT). If [product name] cannot meet these compliance standards or if you are unable to provide these evaluations, [insert your organization] reserves the right to terminate any contract between the parties without recourse, in order to obtain legally compliant platforms, pursuant to 8 CCR 1501-11.

By receiving this letter, [company name providing the product] hereby certifies that it will meet Colorado's statutory compliance requirements no later than July 1, 2024. In doing so, [company name providing the product] acknowledges and agrees to ensure that [product name] complies with the necessary testing, maintenance, and updates, and will promptly address and remediate any accessibility issues identified while [insert your organization] utilizes [product name].

If you have any questions or would like to discuss this further, please feel free to contact [contact information]. We look forward to collaborating with you to achieve full accessibility with your product and continuing our partnership.

[Closing],

[Your Name]

[Your Title]

[Your Contact Information]
[Your Organization]