

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Adoption Agency's Name]  
[Agency's Address]  
[City, State, Zip Code]

Dear [Adoption Agency's Name/Representative's Name],  
I am writing to formally confirm my intention to adopt [Dog's Name], a  
[Breed, if known] that I met during my recent visit on [Date of Visit].  
I understand that [Dog's Name] has [brief description of the dog's  
background or any specific needs], and I am fully prepared to provide a  
loving and supportive home.  
I have the necessary arrangements in place, including [mention any  
preparations, such as veterinary care, supplies, etc.], to ensure [Dog's  
Name]'s comfort and well-being.  
Please find attached any required documents and information for the  
adoption process. I look forward to completing the adoption and welcoming  
[Dog's Name] into my family.  
Thank you for this opportunity.  
Sincerely,  
[Your Name]  
[Your Signature (if sending a hard copy)]