

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Animal Shelter Name]  
[Shelter Address]  
[City, State, Zip Code]

Dear [Shelter Manager's Name or "Adoption Committee"],  
I am writing to express my interest in adopting a dog from [Shelter Name]. I have a deep appreciation for animals and believe that providing a loving home to a shelter dog is a rewarding experience.

**\*\*About Me:\*\***

I am [a brief background about yourself, including age, occupation, and any relevant experience with dogs or pets]. I live in [a brief description of your living situation, including house/apartment type, size, and any pet policies].

**\*\*Why I Want to Adopt:\*\***

I am drawn to adopting a dog because [share your reasons for wanting a dog, such as companionship, activity, or emotional support]. I believe that a dog will bring joy and enrichment to my life and the life of the animal.

**\*\*Preferred Dog Characteristics:\*\***

I am interested in adopting a dog that is [mention size, age, breed preference, temperament, and any other important characteristics that fit your lifestyle].

**\*\*Readiness to Adopt:\*\***

I have done extensive research on dog care and the responsibilities of dog ownership. I am prepared to provide [mention how you plan to provide for the dog's needs: vet care, training, exercise, socialization, etc.]. I would appreciate the opportunity to visit your shelter and meet the dogs available for adoption. Please let me know the next steps in the adoption process. Thank you for your time and for the important work you do.

Sincerely,  
[Your Name]