

[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 Coordinator's Name],

I am writing to formally express my interest in adopting a dog from [Agency's Name]. After thorough consideration and preparation, I believe I can provide a loving and stable environment for a dog in need of a home.

I have reviewed the adoption requirements and I am committed to fulfilling all obligations that come with pet ownership. My home is equipped with the necessary space and resources to care for a dog, and I have a solid plan for their training, socialization, and medical care. I would appreciate the opportunity to discuss my application further and to provide any additional information you may require. Thank you for considering my application; I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]