

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

[Recipient's Name]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my interest in adopting a dog and to inquire about the adoption process and available dogs at your organization.

I am particularly interested in [specific breed, size, or age, if applicable] and I would love to know more about the dogs you have available for adoption. Specifically, I am curious about their histories, temperaments, and any special requirements they may have.

Additionally, I would appreciate it if you could provide information regarding the adoption fees, any necessary paperwork, and the steps involved in the adoption process.

Thank you for your assistance in helping me find a loyal companion. I look forward to your prompt response and hope to visit your organization to meet the dogs.

Sincerely,  
[Your Name]