

[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 puppy from [Agency's Name]. I have always had a deep passion for animals and believe that a puppy would be a wonderful addition to my family.

I currently reside in [describe your living situation, e.g., a house with a yard, an apartment, etc.], which I believe would be a suitable environment for a puppy. My lifestyle is active, and I am excited about the prospect of providing a loving and stimulating home for a new furry friend.

I am particularly interested in [mention any specific breed, size, or age preferences], but I am open to any puppy that would be a good fit for my family. I assure you that I will provide proper care, training, and socialization to ensure a happy and healthy upbringing.

I have [mention any relevant experience with pets, e.g., previously owning dogs, volunteering at shelters, etc.], which has prepared me for the responsibilities of pet ownership.

If possible, I would appreciate the opportunity to meet with you to discuss my application in further detail and to learn more about the puppies available for adoption. Thank you for considering my application. I look forward to the possibility of welcoming a puppy into my home.

Warm regards,  
[Your Name]