

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

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an Emotional Support Animal (ESA) letter for my [type of animal, e.g., dog, cat] named [Animal's Name]. I believe that having my ESA will significantly enhance my emotional and mental well-being.

I am currently experiencing [briefly explain your condition and how it affects your daily life], for which I am under the care of [Your Doctor/Therapist's Name, if applicable]. After discussing my situation, my healthcare provider supports my need for an ESA as part of my treatment plan.

[Optional: Include any relevant information about your animal and how it helps you manage your condition.]

Please feel free to contact my healthcare provider at [Provider's Phone Number] or [Provider's Email Address] for any additional information necessary to support my request.

Thank you for considering my request. I look forward to your prompt response so that I may enjoy the emotional support that my animal provides.

Sincerely,  
[Your Name]