

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

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

Subject: Emotional Support Animal (ESA) Letter

Dear [Recipient's Name],

I am writing to formally designate [Client's Name] as an individual requiring the support of an emotional support animal (ESA). I am a licensed [Your Profession, e.g., psychiatrist, psychologist, therapist], and I have been working with [Client's Name] since [Date] to address their emotional and psychological needs.

[Client's Name] has been diagnosed with [Diagnosis or Condition], which significantly impairs their ability to function in daily life. The presence of an emotional support animal is necessary for [his/her/their] mental health and well-being.

This letter serves to confirm that [Client's Name] requires the support of an ESA while traveling and in various settings to alleviate symptoms associated with [his/her/their] condition. [Client's Name] has demonstrated the ability to care for the animal and would greatly benefit from the companionship it provides.

Please allow [Client's Name] to travel with their emotional support animal and provide any necessary accommodations. If you require further information or verification, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your License Number]  
[Your State of License]