

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

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

Dear [Recipient's Name],

Subject: ESA Success Notification

I am pleased to inform you that your application for [specific ESA - Emotional Support Animal] has been successfully approved.

This approval allows you to bring your emotional support animal, [Animal's Name and Type], to [location or context, e.g., housing situation, travel, etc.], which will significantly aid in maintaining your mental well-being.

Attached to this letter, you will find the necessary documentation confirming your ESA status and outlining the rights and responsibilities associated with having an emotional support animal.

Should you have any questions or require further assistance, please do not hesitate to reach out to my office at [contact information].

Congratulations on this approval, and I wish you all the best as you move forward.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]