

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

[Name of the Recipient]
[Title]
[Organization/Agency Name]
[Address]
[City, State, Zip Code]

Subject: Request for Approval of Emotional Support Animal

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for my emotional support animal (ESA) as part of my efforts to manage my mental health condition.

[Briefly explain your condition and how the ESA will assist you. Include relevant details to support your request.]

I understand the importance of following the necessary procedures, and I have attached the required documentation, including:

1. A letter from my licensed mental health professional confirming my need for an ESA.
2. Relevant health history or diagnosis related to my condition.
3. [Any other documentation you deem necessary].

I assure you that my emotional support animal is well-behaved, trained, and will not disrupt the living environment.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]