

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Organization/Agency Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request [specific request related to ESA, e.g., Emotional Support Animal letter or information].

[Brief explanation of your situation, including any relevant details that support your request.]

I believe that [specific reasons why the ESA is important for you, including any relevant diagnoses or situations].

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

Sincerely,
[Your Name]