

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title/Position]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Emotional Support Animal (ESA)

I hope this letter finds you well. I am writing to formally request the approval for an Emotional Support Animal (ESA) due to my mental health condition.

I am currently under the care of [Mental Health Professional's Name], who has diagnosed me with [specific mental health condition, e.g., anxiety, depression, PTSD]. My condition significantly affects my daily life, and having an ESA is considered an essential part of my treatment plan.

[Optional: Briefly explain how the ESA helps in your situation, mentioning specific instances if applicable.]

The recommended animal is [Type and Breed of Animal], and I have taken steps to ensure its proper care and training. [You may also include information about the animal's temperament and how it will be a support for you.]

Attached to this letter are the following documents:

1. A letter from [Mental Health Professional's Name] confirming my diagnosis and the necessity of an ESA.
2. A copy of my identification, if necessary.
3. Any additional documentation as required.

Please let me know if there are any further steps I need to take or additional information you require for my request. I appreciate your attention to this matter, and I look forward to your prompt response. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]