

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

Dear [Recipient's Name],

Subject: Request for Emotional Support Animal (ESA) Letter

I hope this letter finds you well. I am writing to formally request a letter to support my need for an Emotional Support Animal (ESA). I have been under your care for [duration] to address [briefly describe your condition, e.g., anxiety, depression].

As a part of my ongoing treatment, I have found that the presence of an emotional support animal significantly contributes to my mental and emotional well-being. [Provide a brief explanation of how the ESA assists you. You can include specific examples or experiences that demonstrate the benefits of having an ESA.]

In accordance with the Fair Housing Act and the Air Carrier Access Act, I kindly ask for a letter on your official letterhead that specifies my diagnosis, the necessity of an ESA, and any other relevant details you deem necessary. Please ensure that the letter includes the following information:

1. Confirmation of my diagnosis
2. Statement that an ESA is recommended as part of my treatment plan
3. Your contact information and credentials

Thank you for considering my request. I am grateful for your ongoing support and care in my mental health journey. Please let me know if you need any additional information from my side to facilitate this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]