

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

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

Dear [Recipient's Name],

I am writing to wholeheartedly recommend [Applicant's Name] for an Emotional Support Animal (ESA) designation. I have had the pleasure of knowing and working with [Applicant's Name] for [duration] in my capacity as [Your Title/Position] at [Your Organization].

Throughout our time together, [Applicant's Name] has demonstrated [specific qualities, traits, or experiences that support the need for an ESA]. [Provide a brief description of the applicant's situation and how an ESA would benefit them].

[Include any relevant observations or personal insights that highlight the applicant's need for emotional support]. For instance, [give an example of how the applicant has coped with stress or emotional difficulties].

It is clear to me that [Applicant's Name] would greatly benefit from the companionship and support of an emotional support animal. I have no doubt that this support could help improve their overall well-being and quality of life.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information or insights regarding [Applicant's Name]'s situation.

Thank you for considering this recommendation.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title/Position]