

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request that [Dog's Name], my emotional support dog, be recognized as my assistance animal. [Dog's Name] has been a vital source of emotional support during my challenges with [briefly describe your condition, e.g., anxiety, depression, PTSD].

As per the guidelines outlined by the Fair Housing Act and the Americans with Disabilities Act, [Dog's Name] serves as a necessary part of my therapeutic process, helping to alleviate symptoms related to my condition. [Include a brief anecdote or description of how the dog helps you, e.g., calming you during anxiety attacks].

I appreciate your understanding and support in this matter. If you need any further documentation or information regarding my need for an emotional support animal, please do not hesitate to contact me.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]