

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

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

Subject: Request for Emotional Support Animal Approval

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request approval for my emotional support animal (ESA) as a component of my mental health treatment plan.

I have been diagnosed with [specific mental health condition], which significantly affects my daily life. My mental health professional, [Therapist's Name], has recommended that I have an emotional support animal to assist me in managing my symptoms.

[Provide a brief description of your ESA, including their name, breed, and any relevant training or certifications]. My ESA has proven to be a source of comfort and support during challenging times, helping me maintain my emotional stability.

I understand the importance of abiding by all community rules and regulations concerning animals, and I assure you that I will take full responsibility for my ESA's care and behavior.

Enclosed please find [any necessary documentation, such as a letter from your mental health professional, vaccination records, etc.].

Thank you for considering my request. I look forward to your favorable response and hope to continue my treatment with the support of my emotional companion.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]