

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

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

Dear [Recipient's Name],

I am writing to formally request an Emotional Support Animal (ESA) certification for my [specify animal, e.g., dog, cat] who is essential for my emotional well-being.

Due to [briefly describe your mental health condition or emotional need], I require the companionship and support of my ESA. [Include any relevant documentation or information that supports your request.]

My ESA [Name of Animal] has proven to be a vital part of my support system, providing comfort and alleviating symptoms related to my condition. [Briefly elaborate on how the animal assists you.]

I kindly request that you review my application for ESA certification and provide the necessary documentation to ensure that I can experience the full benefits of having my support animal with me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]