

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an Emotional Support Animal (ESA) letter to assist with my [briefly describe your condition, e.g., anxiety, depression, etc.].

I have been under the care of [Your Healthcare Provider's Name], a [Your Provider's Profession, e.g., psychiatrist, psychologist], who has been treating me for [duration of treatment] regarding my mental health challenges. [Optional: Include a brief description of how an ESA would benefit your condition.]

This letter will serve as an official documentation to support my need for an ESA, as outlined under the Fair Housing Act and the Air Carrier Access Act. I kindly request you to issue an ESA letter that includes the following information:

1. Confirmation of my mental health diagnosis.
2. A statement that I require an ESA for my emotional well-being.
3. Your professional credentials and contact information.

Thank you for considering my request. I appreciate your support and understanding regarding this matter. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]