

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

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

Dear [Recipient Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to you regarding my need for an Emotional Support Animal (ESA). I have been experiencing [briefly describe your condition or situation, e.g., anxiety, depression, etc.], which has significantly impacted my daily life.

After thorough consideration and consultation with my mental health professional, [Therapist's Name or Doctor's Name], it has become evident that the presence of an Emotional Support Animal would be immensely beneficial in managing my symptoms. They have provided me with the necessary documentation to support my request, which I have attached for your reference.

The specific traits of my ESA, [Animal's Type, e.g., dog, cat, etc.], [Animal's Name], are particularly suited to provide me with companionship and emotional stability. [Describe any relevant experiences with your ESA and how it positively impacts your mental health.]

I kindly request your assistance in recognizing my need for an Emotional Support Animal. It would greatly help me improve my quality of life, allowing me to [mention any specific goals or activities that would be helped by having your ESA].

Thank you for considering my request. I appreciate your attention to this matter and look forward to your positive response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]