

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

Dear [Recipient Name],

I am writing to formally request an Emotional Support Animal (ESA) letter for my personal use. I have been diagnosed with [specific condition] by [healthcare provider's name] and believe that an emotional support animal would significantly enhance my well-being.

I kindly ask for your assistance in providing the necessary documentation to support my request. Please let me know if you require any further information or have any specific forms I need to complete to initiate this process.

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

Sincerely,

[Your Name]