# Sample Letter for Emotional Support Animal (ESA) Requests

**[Official letterhead, including provider address]**

**[Date]**

I am a **[provider type]** and have been working with **[student name]** for **[duration]. [Description of the professional relationship between the health care professional and the patient/client, including the length and nature of the professional relationship and provision of health care or disability-related services. Description of how the health care professional’s therapeutic or medical relationship with the patient/client has informed the basis for the conclusion and recommendation for the necessity of an ESA within University Housing.]**

**[Student name]** has a physical or mental condition that meets the Fair Housing Act’s definition of disability. This condition causes functional limitations including: **[list functional limitations that require the requested accommodation].**

An emotional support animal, in this case a **[type of animal]**, is necessary for **[student name]** to have an equal opportunity to enjoy and use a dwelling in University Housing. Specifically, **[describe how the needed accommodation mitigates one or more functional limitations. This should provide justification of the relationship between the individual’s disability and the need for the requested accommodation].**

Sincerely,

**Signature**

**Provider name and title**

**Licensing state and number**