[Your Name]
[Your Job Title]
[Your Department]

[Date]

[Manager's Name or HR Representative's Name]
[Company Name]
[Company Address]

Subject: Request for Reasonable Accommodation - Emotional Support Animal

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation under the Americans with Disabilities Act (ADA) [or applicable local law] regarding my employment at [Company Name].

I have a diagnosed disability that impacts one or more major life activities. To help manage the symptoms of my condition and to perform the essential functions of my job effectively, I am requesting permission to bring my emotional support animal (ESA) to the workplace.

My ESA is a [Type of animal/Breed] named [Animal's Name]. The presence of this animal provides necessary support that reduces my [symptoms, e.g., anxiety/stress] and allows me to maintain focus and productivity throughout the workday. [Animal's Name] is well-behaved, house-trained, and will not cause a disruption to the office environment or my colleagues.

I have attached a letter from my healthcare provider confirming my disability and the medical necessity of this accommodation. I am committed to ensuring that my animal's presence does not interfere with the health, safety, or duties of others. I am happy to discuss specific arrangements, such as designated relief areas or protocols for keeping the animal at my workstation.

I would like to meet with you to discuss this request and how we can implement this accommodation. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Phone Number]
[Your Email Address]