

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

[Date]

[Recipient Name or Department]
[Organization/Housing Authority Name]
[Address]
[City, State, Zip Code]

Subject: Request for Reasonable Accommodation - Assistance Animal Registration

Dear [Recipient Name],

I am writing to formally request a reasonable accommodation regarding my need for an assistance animal. I am a resident/applicant at [Property Name/Address] and have a disability as defined under the Fair Housing Act and the Americans with Disabilities Act.

To assist with the functional limitations related to my disability, I require the presence of an assistance animal. This animal is not a pet, but rather a necessary accommodation that provides support and performs tasks that alleviate the symptoms of my condition.

Animal Information:

Type of Animal: [e.g., Dog, Cat]
Name: [Animal's Name]
Breed/Description: [Breed/Color]

I have attached a letter from my healthcare provider confirming my need for this assistance animal. I understand my responsibilities to ensure the animal is well-behaved, does not create a nuisance, and that I remain responsible for any damages caused by the animal.

Please let me know if there is any further documentation required to complete the registration process for this accommodation. I look forward to your response.

Sincerely,

[Your Signature]

[Your Printed Name]