

(Date)

(Name and Address of Business Owner:)	<i>Via U.S. Mail</i>
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Re: Failure to Provide Full and Equal Access to Avoid Disability Discrimination at (Name of Business/Person, e.g. The Coffee Spot)

Dear (Mr./Ms. Last Name of Business Owner, e.g. Mr. Adams):

This letter is to inform you of the relevant federal laws that provide for accommodations for individuals with disabilities who use service animals. I am writing regarding an incident at (Name of business) on (date the incident occurred), which resulted in disability discrimination.

I have a (mental/physical) disability and have been prescribed the use of a service animal by my doctor. The (type of animal) accompanies me whenever I leave home. The (type of animal) has been trained to (animal's function, e.g. provide guidance) to me, and provides assistance to me in relation to my disability.

(The next paragraph should be specific to your situation. The following sample paragraph is a model for how you could describe your own situation.)

[SAMPLE] (On May 20, 2010, I entered The Coffee Spot with my service dog, and was seated at a table. After I was seated, the owner of The Coffee Spot approached me and told me that I was not allowed to have a dog in the coffee shop. I tried to explain that my dog was a service dog, and even offered to show the owner the service dog's tags to provide evidence that the service dog is necessary to assist me with my disability. Nevertheless, the owner of The Coffee Spot continued to insist that the service dog was not allowed, and ordered me to leave the shop. As a result, I experienced emotional distress and felt humiliated in front of the other customers. Since then, I have not returned to The Coffee Spot for fear of being discriminated against again.)

Title III of the Americans with Disabilities Act ("ADA") prohibits public accommodations, such as (type of business, e.g. restaurants), from discriminating against qualified individuals with disabilities, and entitles persons with disabilities to "full and equal enjoyment of public facilities. A "public accommodation" includes a (type of business, e.g. restaurant, bar, or other establishment serving food or drink.) A service animal must be permitted to accompany the individual with a disability to all areas of the (type of business) where customers are normally allowed to go.

Thank you for your attention to this important matter. Please contact me at (Phone/Address) to discuss this issue so we can ensure this discriminatory treatment does not occur again for myself or for other similarly-situated individuals.

Sincerely,

(Your Name)
(Contact Information)