



INSTRUCTIONS

The following sample letter is designed for individuals with disabilities who use service animals. The purpose of this letter is to provide a person who uses a service animal with a written reasonable accommodation request if they face discrimination by a public accommodation. Please note this sample letter is not intended to be legal advice or a substitute for professional services. It does not establish an attorney-client relationship. Note: Please refer to the housing sample letter to request a reasonable accommodation for a service animal in the housing context.

Please read the following before filling out the sample letter.

Replace the sample text in parentheses with your own information.

The sample paragraph should be replaced with a description of your situation. This paragraph is meant for you to: (1) describe your experience of discrimination and (2) why your service animal is necessary based on your disability. Please see the examples provided below.

Two helpful primers you may enclose with your letter to inform the public accommodation of its duties to people with disabilities who use service animals.

1. <http://www.ada.gov/regs2010/smallbusiness/smallbusprimer2010.htm#serviceanimals>
2. http://www.ada.gov/service_animals_2010.htm

In addition, you must name the type of public accommodation based on your situation. There are twelve categories of businesses under Title III of the ADA. Please see the list below to determine which one applies to your situation:

- (A) an inn, hotel, motel, or other place of lodging, except for an establishment located within a building that contains not more than five rooms for rent or hire and that is actually occupied by the proprietor of such establishment as the residence of such proprietor;
- (B) a restaurant, bar, or other establishment serving food or drink;
- (C) a motion picture house, theater, concert hall, stadium, or place of exhibition or entertainment;
- (D) an auditorium, convention center, lecture hall, or other place of public gathering;
- (E) a bakery, grocery, clothing, hardware store, shopping center, or sales or rental establishment;
- (F) a laundromat, dry-cleaner, bank, barber shop, beauty shop, travel service, shoe repair service, funeral parlor, gas station, office of an accountant or lawyer, pharmacy, insurance office, professional office of a health care provider, hospital, or other service establishment;
- (G) a terminal, depot, or other station used for specified public transportation;
- (H) a museum, library, gallery, or other place of public display or collection;
- (I) a park, zoo, amusement park, or other place of recreation;
- (J) a nursery, elementary, secondary, undergraduate, or postgraduate private school, or place of education;
- (K) a day care center, senior citizen center, homeless shelter, food bank, adoption agency, or other social service center establishment; and
- (L) a gymnasium, health spa, bowling alley, golf course, or other place of exercise or recreation.

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