

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 entity. 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 entity 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 entity based on your situation.

Public entities are defined as:

- (A) any state or local government;
- (B) any department, agency, special purpose district, or other instrumentality of a State or States or local government; and
- (C) the National Railroad Passenger Corporation, and any commuter authority (public transportation)

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