

(Date)

(Name and Address of Public Entity supervisor)	<i>Via U.S. Mail</i>
--	----------------------

**Re: Failure to Provide Full and Equal Access to Avoid Disability Discrimination at (Name of Public Entity, e.g. The State Park or DMV)**

Dear (Mr./Ms.Last Name of Public Entity Supervisor, 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 public entity) 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 when walking) aiding 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 DMV with my service dog, and was seated at a table. After I was seated, a DMV employee approached me and told me that I was not allowed to have a dog. I tried to explain that my dog was a service dog, and even offered to show the employee the service dog's tags to provide evidence that the service dog is necessary to assist me with my disability. Nevertheless, the employee 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 individuals. Since then, I have not returned to the DMV for fear of being discriminated against again.)

Title II of the Americans with Disabilities Act ("ADA") prohibits public entities, such as (type of public entity, e.g. federal court, state legislature), from discriminating against qualified individuals with disabilities, and entitles persons with disabilities equal access to services and programs. A "public entity" includes any state or local government program, service, or activity. A service animal must be permitted to accompany the individual with a disability to all areas of the (type of public entity) where persons 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)