

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

[Date]

[Landlord or Property Manager Name]
[Management Company Name]
[Property Address]
[City, State, Zip Code]

RE: Reasonable Accommodation Request for [Your Address, Unit Number]

Dear [Landlord's Name],

I am a resident at [Your Address], and I am writing to formally request a reasonable accommodation under the federal Fair Housing Act and Massachusetts Fair Housing Law (M.G.L. c. 151B).

I am an individual with a disability requesting reasonable accommodation to have an equal opportunity to use and enjoy my home. Specifically, I am requesting accommodation to keep my assistance animals, [insert details about the animals].

I need this accommodation because [briefly explain the connection between the accommodation and your disability; example: "my assistance animal assists me with managing my anxiety"]

I have enclosed verification of my disability-related need from [name of your doctor, social worker, or healthcare provider], who can confirm my need for this accommodation.

Please let me know if you require any additional information. As required by law, I ask that you respond to this request in writing within [10 or 14] days so we can establish a reasonable timeline for implementing this accommodation.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]