

Date: [Date]

To: [Name of Legal Aid Society/Organization]

Address: [Organization Address]

City, State, Zip: [City, State, Zip Code]

Re: Referral for Pro Bono Legal Assistance - [Applicant Name]

To Whom It May Concern,

I am writing to formally refer **[Applicant Name]** to your organization for consideration for pro bono legal representation or assistance.

Applicant Information:

- **Full Name:** [Applicant Name]
- **Phone Number:** [Applicant Phone Number]
- **Email Address:** [Applicant Email Address]
- **Language(s) Spoken:** [Primary Language]

Summary of Legal Issue:

[Provide a brief, 2-3 sentence description of the legal problem, e.g., housing eviction, family law matter, or consumer debt issue.]

Financial Need:

[Applicant Name] is currently experiencing financial hardship and is unable to afford private legal counsel. They meet the general criteria for low-income assistance based on the following circumstances: [Briefly mention income status or specific hardship].

Urgency:

[Mention any upcoming court dates, filing deadlines, or immediate risks if applicable.]

I believe that [Applicant Name] would benefit greatly from your services and meets the mission of your society. Enclosed/attached are relevant documents regarding this case for your review.

Thank you for your time and for the vital work you do for our community. Please contact the applicant directly or reach out to me if you require further information regarding this referral.

Sincerely,

[Your Name/Signature]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]