

Date: [Date]

To: Intake Coordinator

[Name of Legal Aid Society/Pro Bono Program]

[Street Address]

[City, State, Zip Code]

RE: Formal Referral for Pro Bono Legal Assistance

Applicant Name: [Client Full Name]

Case Type: [e.g., Divorce, Child Custody, Domestic Violence, Guardianship]

Urgency: [e.g., Routine / Urgent / Hearing Scheduled for Date]

Dear Intake Coordinator,

I am writing to formally refer [Client Full Name] to your organization for pro bono legal representation regarding a family law matter. Our office has conducted a preliminary screening and believes this individual meets the general eligibility criteria for your services.

Summary of Matter:

[Briefly describe the legal issue, e.g., The client is seeking a primary custody order and protection from a domestic partner.]

Financial Hardship:

[Briefly describe the client's financial situation, e.g., The client is currently unemployed and has no access to joint marital funds.]

Adverse Party Information:

Name: [Opposing Party Name]

Relationship: [e.g., Spouse / Parent of child]

The following documents are attached for your review:

- Completed intake/financial disclosure form
- Relevant court filings (if any)
- Notice of upcoming hearing dates

Please contact the applicant directly at [Client Phone Number] or [Client Email Address] to schedule an intake interview. We would appreciate a brief notification once a determination regarding representation has been made.

Thank you for your time and for the vital services you provide to the community.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]