

## **URGENT: LEGAL AID REFERRAL FOR EVICTION DEFENSE**

**Date:** [Insert Date]

**To:** [Legal Aid Organization Name]

**Attn:** Intake Department / Pro Bono Coordinator

**Address:** [Organization Address]

### **RE: Urgent Request for Pro Bono Representation**

**Tenant Name:** [Tenant Full Name]

**Property Address:** [Tenant Address]

**Court Case Number:** [Case Number, if applicable]

**Hearing Date:** [Insert Date and Time]

Dear Legal Aid Team,

I am writing to formally refer [Tenant Name] for urgent pro bono legal assistance regarding an active eviction proceeding. The tenant is currently facing a [Number]-day notice or a filed summons and complaint with a pending court date on [Date].

#### **Case Summary:**

- **Reason for Eviction:** [e.g., Non-payment of rent / Lease violation / No-fault]
- **Household Status:** [e.g., Low-income / Senior / Disability / Children in home]
- **Defenses Identified:** [e.g., Habitability issues / Improper service / Rent paid]

The tenant is unable to afford private counsel and is at immediate risk of homelessness. Attached are copies of the eviction notice, court filings, and any relevant proof of income or communication with the landlord.

Please review this referral as soon as possible. You may contact the tenant directly at [Tenant Phone Number] or [Tenant Email Address].

Thank you for your time and assistance in this urgent matter.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Phone Number]

[Your Email Address]