

Date: [Date]

To: [Name of Pro Bono Coordinator/Legal Aid Society Office]

Address: [Organization Address]

Phone/Email: [Organization Contact Info]

RE: Referral for Pro Bono Legal Representation - Asylum Application

Dear [Coordinator Name or "Pro Bono Committee"],

I am writing to formally refer **[Applicant Full Name]** for consideration for pro bono legal representation in their asylum matter.

Client Information:

Full Name: [Applicant Name]

Alien Registration Number (A-Number): [A-Number, if applicable]

Country of Origin: [Country]

Current Address: [Applicant Address]

Primary Language: [Language]

Case Summary:

[Applicant Name] is seeking asylum in the United States based on a well-founded fear of persecution in their home country due to their [race, religion, nationality, membership in a particular social group, or political opinion].

Urgency and Deadlines:

[Applicant Name] has a pending [Asylum Interview / Immigration Court Hearing] scheduled for [Date]. The deadline to file the I-589 application is [Date, if applicable].

Financial Need:

The applicant is currently [unemployed/working in low-wage employment] and falls below the federal poverty guidelines. They are unable to afford private legal counsel to navigate the complexities of immigration law.

Supporting Documentation:

Attached to this referral are the following documents for your review:

- [List Document 1, e.g., Initial Intake Form]
- [List Document 2, e.g., Proof of Identity]
- [List Document 3, e.g., Notice to Appear]

Thank you for your time and for the vital services you provide to the immigrant community. Please contact me at [Your Phone Number] or [Your Email] if you require further information regarding this referral.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Contact Information]