

Date: [Date]

To: [Legal Aid Organization Name]

Attention: Pro Bono Coordinator / Intake Department

Address: [Organization Address]

Email/Fax: [Organization Contact Info]

RE: Pro Bono Legal Referral for Domestic Violence Protection

Dear Intake Coordinator,

I am writing to formally refer **[Client Name]** for urgent pro bono legal assistance regarding a domestic violence matter. This individual is currently seeking legal protection and representation to ensure their safety and the safety of their household.

Client Contact Information:

- **Name:** [Client Name]
- **Phone:** [Phone Number] (Safe to leave message: Yes/No)
- **Email:** [Email Address]
- **Preferred Language:** [Language]

Case Summary:

The client is in need of assistance with the following (check all that apply):

- Filing for a Temporary/Permanent Restraining Order
- Emergency Protective Order Hearing
- Custody/Visitation orders related to domestic abuse
- Legal separation or divorce involving domestic violence

Urgency:

[Briefly describe deadlines, such as upcoming court dates or immediate threats to safety].

Referring Agency Information:

Agency: [Referring Agency Name]

Case Manager/Advocate: [Your Name]

Phone: [Your Phone Number]

Email: [Your Email Address]

The client has consented to this referral and is prepared to provide financial eligibility documentation as required by your organization. Thank you for your time and for considering this case for pro bono representation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]