

Current Date: [Insert Date]

To: [Name of Legal Aid Society/Organization]
Attn: Pro Bono Coordinator / Intake Department
[Address Line 1]
[Address Line 2]

RE: Pro Bono Referral for [Client Full Name]

Dear Intake Coordinator,

I am writing to formally refer [Client Full Name] to your organization for pro bono legal assistance. Based on our initial assessment, the client is currently indigent and lacks the financial resources to secure private legal counsel.

Client Contact Information:

- Name: [Client Name]
- Phone: [Phone Number]
- Email: [Email Address]
- Address: [Physical Address]

Case Summary:

[Briefly describe the legal issue, e.g., housing eviction, domestic relations, or consumer debt].

Financial Status:

The client has been screened for financial eligibility. Their current income is [Insert Amount] per month, which falls below the federal poverty guidelines. Supporting documentation regarding their indigent status is [attached/available upon request].

Urgency/Deadlines:

[List any upcoming court dates or filing deadlines, or write "None at this time"].

Thank you for considering this referral and for your commitment to providing equal access to justice. Please notify me or the client directly if you are able to accept this case.

Sincerely,

[Your Name]
[Your Title/Organization]
[Your Phone Number]
[Your Email Address]