

[Date]

[Legal Aid Society Name]
[Intake Department Address]
[City, State, Zip Code]

RE: Referral for Pro Bono Legal Assistance - Employment Dispute

Dear Intake Coordinator,

I am writing to formally refer [Applicant Name] for pro bono legal representation regarding a pending employment dispute with [Employer Name].

The applicant is seeking assistance regarding the following matters:

- Nature of Dispute: [e.g., Unpaid Wages, Wrongful Termination, Discrimination, Harassment]
- Date of Incident/Termination: [Date]
- Current Status: [e.g., Claim filed with EEOC/DOL, Lawsuit pending, or Pre-litigation]

Brief Summary of Facts:

[Provide a short, objective description of the dispute here.]

Financial Eligibility:

[Applicant Name] has been screened for financial eligibility and meets the low-income guidelines for pro bono services. Their primary source of income is [Source], and they are currently [Unemployed/Underemployed].

Upcoming Deadlines:

The following legal deadlines are applicable to this case: [List dates for Statute of Limitations or Court Hearings, or state "None known"].

Applicant Contact Information:

Phone: [Phone Number]

Email: [Email Address]

Please find attached [List any documents, e.g., Termination Letter, Pay Stubs, or Agency Filings] for your review. Please notify both the applicant and my office if you are able to accept this case for representation.

Sincerely,

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