

**Date:** [Insert Date]

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

**Attn:** Pro Bono Intake Coordinator

**Address:** [Insert Address]

**City, State, Zip:** [Insert City, State, Zip]

**RE: Referral for Pro Bono Legal Assistance**

**Veteran Name:** [Insert Veteran Full Name]

**VA Case Number:** [Insert Number, if applicable]

To Whom It May Concern,

I am writing on behalf of the Department of Veterans Affairs to formally refer the above-named Veteran for pro bono legal representation. Our records indicate that this individual is a Veteran of the United States Armed Forces who is currently in need of legal counsel regarding the following matter(s):

- [Insert Legal Issue: e.g., Discharge Upgrade, VA Benefits Appeal, Housing/Eviction, Family Law]

**Veteran Contact Information:**

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Mailing Address: [Insert Mailing Address]

The Veteran has been informed that your organization provides pro bono services for those who qualify based on income and case type. We have determined that legal intervention is a critical component in the Veteran's path toward stability and successful reintegration.

Attached to this letter, please find relevant supporting documentation (if authorized by the Veteran) to assist in your intake evaluation. Please notify the Veteran directly if you are able to accept this case for representation.

Thank you for your commitment to serving those who have served our country.

Sincerely,

[Your Name/Signature]

[Your Title]

[VA Facility/Office Name]

[Your Phone Number]

[Your Email Address]