

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name or Intake Coordinator]
[Legal Aid Organization Name]
[Organization Address]

RE: Referral for Pro Bono Legal Representation - Civil Rights Litigation

Dear [Recipient Name],

I am writing to formally request pro bono legal assistance or a referral regarding a potential civil rights litigation matter involving [briefly state the core issue, e.g., police misconduct, discrimination, or First Amendment violations].

Summary of the Matter:

On [Date], the following incident occurred: [Provide a concise, 2-3 sentence summary of the facts]. I believe my protected rights under [specify law, e.g., the Fourth Amendment or the Civil Rights Act] have been violated by [Name of Government Entity or Individual].

Status of the Case:

Currently, the case is at the [Select one: Pre-filing / Discovery / Post-filing] stage. The next upcoming deadline is [Date] for [Specify deadline, e.g., Statute of Limitations or Filing an Answer].

Financial Hardship:

I am seeking pro bono assistance because [briefly state financial need, e.g., I am currently unemployed or meet federal poverty guidelines].

Attached for your review are the following documents:

- [Document 1, e.g., Incident Report]
- [Document 2, e.g., Correspondence with Defendants]
- [Document 3, e.g., Relevant Court Filings]

I am eager to discuss this matter further and am available for an intake interview at your earliest convenience. Thank you for your time and for the work you do for the community.

Sincerely,

[Your Signature]

[Your Printed Name]