

Date: [Insert Date]

[Recipient Name]
Pro Bono Legal Aid Society
[Street Address]
[City, State, Zip Code]

RE: Referral for Elder Law Assistance - [Client Full Name]

Dear Intake Coordinator,

I am writing to formally refer [Client Full Name] to the Pro Bono Legal Aid Society for specialized legal assistance regarding elder law matters. The client is a senior citizen currently residing at [Client Address] and can be reached at [Client Phone Number].

The client requires legal counsel in the following area(s):

- [e.g., Long-term care planning / Medicaid eligibility]
- [e.g., Power of Attorney / Advanced Healthcare Directives]
- [e.g., Social Security or Pension benefits disputes]
- [e.g., Elder abuse or exploitation protection]
- [e.g., Housing and tenant rights for seniors]

Brief Summary of Case:

[Provide a short description of the client's current legal situation and any upcoming deadlines or hearings].

The client has been screened for financial eligibility and meets the low-income requirements for pro bono services. [Optional: Attach any relevant income verification or initial intake documents].

Thank you for your time and for considering this case for representation. Please notify me or the client directly regarding the status of this referral.

Sincerely,

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