

[Date]

[Legal Aid Society Name]

[Street Address]

[City, State, Zip Code]

RE: Referral for Pro Bono Bankruptcy Representation

Dear Intake Coordinator,

I am writing to formally refer the following individual for pro bono legal assistance regarding a potential bankruptcy proceeding:

Client Name: [Client Full Name]

Contact Number: [Phone Number]

Email Address: [Email Address]

Household Income: [Amount/Percentage of Federal Poverty Level]

Our office has conducted a preliminary screening and determined that the client meets the financial eligibility requirements for pro bono services. The client is currently facing significant financial hardship due to [briefly state reason, e.g., medical debt, unemployment, or predatory lending].

The client is seeking assistance with a [Chapter 7 / Chapter 13] bankruptcy filing to prevent [e.g., wage garnishment, foreclosure, or utility disconnection]. Attached are the relevant financial documents and a summary of the client's current debts for your review.

Please let us know if your organization can accept this matter or if further documentation is required to complete the intake process. We appreciate your time and your commitment to providing legal access to those in need.

Sincerely,

[Your Name]

[Your Title/Organization]

[Your Phone Number]