

To: [Name of Legal Aid Organization/Pro Bono Program]
From: [Name of Referring Agency/Person]
Date: [Current Date]

Subject: Referral for Pro Bono Expungement Services - [Applicant Name]

Dear Pro Bono Coordinator,

I am writing to formally refer [Applicant Name] for pro bono legal assistance regarding the expungement or sealing of their criminal record. [Applicant Name] is currently seeking to remove barriers to employment, housing, and reintegration into the community.

Applicant Information:

- Full Name: [Applicant Full Name]
- Date of Birth: [DOB]
- Phone Number: [Phone Number]
- Email Address: [Email Address]
- Case Number(s) (if known): [Case Numbers]

Eligibility Criteria:

- The applicant meets the low-income eligibility requirements for pro bono services.
- The applicant has completed all terms of their sentence, including probation or parole (if applicable).
- There are no pending criminal charges against the applicant at this time.

Reason for Referral:

[Briefly describe the applicant's current situation, such as a job offer contingent on a clean record or a history of rehabilitation].

Attached to this letter, you will find [list any attached documents, such as a rap sheet, court records, or income verification] to assist in your initial intake process.

Thank you for your time and for the vital services you provide to our community. Please contact me at [Your Phone Number] or [Your Email] if you require further information regarding this referral.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Organization]