

[Date]

[Name of Contact Person]  
[Name of Legal Aid Society/Organization]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Formal Referral of Pro Bono Matter - [Client Name or Case Reference]**

Dear [Contact Person Name],

On behalf of [Corporate Firm Name], I am writing to formally refer a legal matter to [Legal Aid Society Name] for potential pro bono representation or joint assistance. Our firm is committed to expanding access to justice through our partnership with your organization.

**Matter Overview:**

- **Client Name:** [Client Name]
- **Legal Area:** [e.g., Housing, Immigration, Employment, Civil Rights]
- **Conflict Check:** [Confirmed cleared on Date]
- **Urgency:** [e.g., Immediate/Deadline on Date / Non-urgent]

**Case Summary:**

[Provide a brief 2-3 sentence description of the legal issue and the specific assistance required].

We have conducted an initial intake and believe this case aligns with your organization's mission and eligibility criteria. [Firm Name] is prepared to [provide full representation / co-counsel with your staff / provide financial support for filing fees].

Please let us know if you require further documentation or if you would like to schedule a call to discuss the transition of this matter. We look forward to our continued collaboration.

Sincerely,

[Signature]  
[Name of Pro Bono Coordinator/Partner]  
[Firm Name]  
[Phone Number]  
[Email Address]