

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Pro Bono Legal Assistance Request Regarding [Brief Description of Matter]

Dear [Applicant Name],

Thank you for contacting [Law Firm/Organization Name] regarding your request for pro bono legal representation. We have carefully reviewed the information you provided during our initial intake process.

I am writing to formally notify you that we are unable to accept your case or provide you with legal assistance. This decision is based on a conflict of interest that has been identified through our internal screening process. Professional ethical standards prevent us from representing parties where such a conflict exists.

Please be advised that [Law Firm/Organization Name] does not represent you in this or any other matter. No attorney-client relationship has been formed. Consequently, we will not be taking any action on your behalf, such as filing documents or monitoring legal deadlines.

Your legal matter may be subject to strict time limits known as statutes of limitations. If you do not file a formal claim or take specific legal action within these deadlines, you may permanently lose your right to pursue a remedy. We strongly recommend that you contact another attorney or a local legal aid society immediately to ensure your rights are protected.

We are returning any original documents you provided to us along with this letter.

Thank you for your interest in our pro bono program. We wish you the best in resolving this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Law Firm/Organization Name]