

[Date]

[Applicant Name]
[Applicant Address]
[City, State, Zip Code]

Re: Request for Pro Bono Legal Services - [Brief Description of Matter]

Dear [Applicant Name],

Thank you for contacting [Law Firm Name] regarding your request for pro bono legal representation. We have carefully reviewed the information you provided concerning [briefly mention the legal issue].

At this time, we regret to inform you that we are unable to accept your case for representation. This decision is based solely on our firm's current caseload and a lack of available attorney capacity to devote the necessary time and resources to your matter. This is not a reflection of the merits of your case.

Please be advised that [Law Firm Name] does not represent you in this or any other matter. You should not rely on our firm to take any action on your behalf. Because legal claims are often subject to strict deadlines known as statutes of limitations, we strongly encourage you to contact other legal service providers or private counsel immediately to ensure your rights are protected.

For further assistance, you may wish to contact the following organizations:

- [Local Bar Association Referral Service]
- [Legal Aid Office Name and Phone Number]
- [Statewide Pro Bono Portal Website]

We wish you the best in resolving your legal matter.

Sincerely,

[Your Name/Signature]
[Title]
[Law Firm Name]