

[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].

Regrettably, we are unable to accept your case for pro bono representation at this time. Our decision is based on [current caseload / a conflict of interest / the matter falling outside our area of practice] and does not represent an opinion on the legal merits of your claim.

Please be aware that our firm does not represent you in this matter. We will not be taking any action on your behalf, and no attorney-client relationship has been established. You should be mindful that legal claims are subject to strict deadlines known as statutes of limitations. If you fail to file a formal claim or take specific legal action within these timeframes, you may lose your right to pursue your case forever.

Because your matter may require urgent attention, we recommend that you contact a legal aid organization immediately. You may find assistance through the following resource:

[Name of Local Legal Aid Society]
[Address]
[Phone Number]
[Website URL]

Thank you for considering our firm. We wish you the best in resolving your legal matter.

Sincerely,

[Your Name/Signature]
[Law Firm Name]