

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Request for Pro Bono Legal Services

Dear [Applicant Name],

Thank you for contacting [Law Firm/Organization Name] regarding your request for pro bono legal assistance concerning [Brief Description of Legal Matter].

After reviewing your application, we regret to inform you that we are unable to accept your case for representation. Our pro bono program is strictly limited to providing legal services to residents or legal matters located within [Specific County/Region/State]. Because your matter falls outside of this geographic service area, we cannot provide you with legal counsel or representation.

Please be advised that this letter does not constitute legal advice, and no attorney-client relationship has been formed between you and this office. We have not reviewed the merits of your case, and our decision is based solely on geographic limitations.

Many legal claims are subject to strict deadlines known as statutes of limitations. If you do not file a formal claim or take specific legal action within these timeframes, you may lose your right to pursue your case forever. We strongly recommend that you contact a local bar association or legal aid office in your immediate area as soon as possible to seek assistance.

You may wish to contact the following resources for help in your region:

- [Local Legal Aid Name and Phone Number]
- [Local Bar Association Referral Service]

We wish you the best in resolving your legal matter.

Sincerely,

[Your Name/Signature]

[Title]

[Law Firm/Organization Name]