

[Date]

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Re: Pro Bono Legal Services Request - Appellate Matter [Case Number, if applicable]

Dear [Applicant Name],

Thank you for contacting [Law Firm/Organization Name] regarding your request for pro bono legal representation in your appellate matter. We have carefully reviewed the information and materials you provided concerning your appeal.

I am writing to formally inform you that [Law Firm/Organization Name] is unable to accept your case for representation at this time. This decision is based on our current caseload, available resources, and internal criteria for pro bono acceptance, and does not constitute an opinion on the legal merits of your appeal.

Please be advised that our firm does not represent you in this or any other matter. You remain responsible for all deadlines, court appearances, and filings related to your case. Because appellate proceedings are subject to strict jurisdictional deadlines, we strongly recommend that you contact other attorneys or legal aid organizations immediately to ensure your rights are protected.

If you require assistance finding other counsel, you may wish to contact:

- [State/Local Bar Association Lawyer Referral Service]
- [State/Local Legal Aid Office]
- [Pro Bono Appellate Program, if applicable]

We are returning the original documents you provided to our office herewith [or "We will retain your file for X days before shredding it"]. We wish you the best of luck with your legal matter.

Sincerely,

[Your Name/Signature]

[Title]

[Law Firm/Organization Name]