

[Your Name]
[Your Law Firm/Practice Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Title, e.g., Pro Bono Coordinator]
[Legal Aid Clinic Name]
[Clinic Address]
[City, State, Zip Code]

RE: Expression of Interest in Pro Bono Partnership

Dear [Recipient Name],

I am writing to formally express my interest in establishing a pro bono partnership with [Legal Aid Clinic Name]. As a practitioner specializing in [Your Practice Area(s)], I am deeply committed to increasing access to justice for underserved members of our community.

I have long admired the work [Legal Aid Clinic Name] performs in [mention a specific program or community impact]. I am eager to contribute my legal skills to support your mission. Specifically, I am interested in providing assistance in the following capacities:

- Direct representation for clients in [specific legal area] matters.
- Staffing limited-scope legal advice clinics.
- Conducting legal research or drafting briefs for complex cases.
- Mentoring junior staff or law students within your organization.

Our firm is prepared to commit to [number] cases per year or [number] hours per month. We are also available to begin accepting referrals starting [Date].

Attached is my curriculum vitae and a brief summary of our firm's experience. I would welcome the opportunity to meet with you to discuss how we can best support your current caseload and the needs of your clients.

Thank you for your time and for the vital work you do.

Sincerely,

[Signature]
[Your Printed Name]