

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[Date]

[Hiring Manager Name]
[Organization Name]
[Department Name]
[Organization Address]
[City, State, Zip Code]

Re: Application for Pro Bono Attorney Position - [Specific Project/Program Name]

Dear [Hiring Manager Name],

I am writing to express my strong interest in serving as a pro bono attorney for [Organization Name]. As a legal professional committed to systemic equity, I am eager to contribute my legal skills to your ongoing efforts in criminal justice reform, particularly in the areas of [mention specific area, e.g., sentencing reform, wrongful convictions, or reentry services].

Currently, I practice [Area of Law] at [Current Firm/Employer Name]. Throughout my career, I have developed strengths in [mention 2-3 skills, e.g., legal research, litigation, or client advocacy]. I am deeply motivated by [Organization Name]'s mission to address [mention a specific issue the organization handles] and believe that my background in [mention relevant experience] will allow me to provide high-quality legal support to your clients.

My previous experience includes [briefly describe a relevant case, volunteer work, or clinic experience]. This work solidified my understanding of the barriers faced by individuals within the criminal justice system and reinforced my dedication to public interest law. I am prepared to dedicate [Number] hours per [week/month] to assist your team with [specific tasks, e.g., drafting briefs, conducting intake interviews, or policy research].

Thank you for your time and for the vital work you do. I have attached my resume for your review and look forward to the possibility of discussing how I can support your mission.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Bar License Number and State]