

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

[Date]

[Opposing Party Name or Counsel Name]
[Address]
[City, State, Zip Code]

RE: [Client Name] v. [Opposing Party Name]
Case No: [Court Case Number, if applicable]

To [Name of Recipient],

Please be advised that [Law Firm Name/My Name] has been retained to represent [Client Name] on a pro bono basis in connection with the above-referenced matter involving domestic violence advocacy.

All future communication regarding this matter should be directed exclusively to my office. Please refrain from any further direct or indirect contact with my client, including via telephone, email, social media, or through third parties.

My client is seeking the following [Select/Edit as applicable]:

- Immediate cessation of all harassing or abusive conduct.
- Finalization of a Protective Order/Restraining Order.
- Resolution of custody and support issues ensuring the safety of the minor children.
- [Insert other specific legal demand].

We are prepared to take all necessary legal steps to ensure the safety and legal protection of our client. If you are represented by counsel, please have your attorney contact my office immediately.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
Attorney at Law