

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

[Date]

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

Re: Pro Bono Attorney Application - Housing Defense Program

Dear [Recipient Name],

I am writing to express my strong interest in volunteering as a pro bono attorney with [Organization Name]'s Housing Defense Program. As a licensed attorney in [State] with a commitment to equal access to justice, I am eager to assist low-income tenants facing eviction and housing instability.

Currently, I practice as a [Current Job Title] at [Law Firm or Company Name]. My legal background has provided me with strong skills in [mention 1-2 skills, e.g., litigation, negotiation, or client advocacy]. I am particularly drawn to [Organization Name] because of your reputation for protecting the rights of vulnerable residents and your efforts to prevent homelessness in our community.

I am prepared to assist with various stages of housing defense, including:

- Client intake and interviewing
- Drafting answers and legal motions
- Representing tenants in unlawful detainer hearings
- Negotiating settlements with landlords and opposing counsel

I have completed [or am willing to complete] the necessary training sessions required for your pro bono volunteers. I am available to commit [Number] hours per [week/month] to this cause.

Attached is my resume for your review. I look forward to the possibility of discussing how I can contribute to your team's vital work. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Bar Admission Number]