

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

[Date]

[Name of Legal Organization or Attorney]
[Address]
[City, State, Zip Code]

RE: Request for Pro Bono Legal Assistance - [Your Full Name] - VA File Number: [Your VA File Number]

Dear [Attorney Name or Intake Coordinator],

I am writing to formally request pro bono legal representation regarding my Department of Veterans Affairs (VA) benefits claim. I am a veteran of the [Branch of Service], having served from [Start Date] to [End Date], and was discharged under [Type of Discharge] conditions.

Currently, I am seeking legal assistance with the following matter(s):

- [e.g., Appealing a denied disability compensation claim]
- [e.g., Requesting a discharge upgrade]
- [e.g., Filing for increased ratings for service-connected disabilities]

The current status of my case is [e.g., I recently received a Decision Notice dated MM/DD/YYYY / I am preparing for a Board of Veterans' Appeals hearing]. I believe legal counsel is necessary because [briefly state the complexity of the issue, such as "the nexus between my service and current condition is being disputed"].

I am requesting pro bono services due to financial hardship. My current income consists of [mention sources, e.g., social security, limited pension], and I am unable to afford private legal fees at this time.

Attached are the following documents for your review:

- Copy of my DD-214
- Most recent VA Rating Decision/Letter
- [Any other relevant medical or service records]

Thank you for your time and for the services you provide to the veteran community. I look forward to hearing from you regarding whether your organization can accept my case.

Sincerely,

[Your Signature]

[Your Printed Name]