This template is included in the Victim Rights Law Center’s Where to Start: Creating a Pro Bono Project Toolkit, available to Office on Violence Against Women Legal Assistance for Victims grantees online at *http://www.victimrights.org/where-start-creating-pro-bono-project*. This resource is yours to use and adapt freely. Note: The sample we have provided does not reflect the laws of your jurisdiction, or any other obligations you may have (e.g., ethical, contractual, to funders) and should be revised accordingly. It should also reflect and be aligned with your organizational structure, service delivery model, privacy laws, etc.

[Organization Letterhead]

Dear [Client],

I am pleased to inform you that your case has been placed with a volunteer lawyer. Your lawyer’s name and contact information are below:

[name]

[firm]

[address]

[telephone]

[email]

Your volunteer lawyer has agreed to represent you on the following matter: [matter]. They/He/She will represent you in this matter on a pro bono basis, which means that you will not be charged for their/his/her services.

Your volunteer lawyer will reach out to you within 2 business days to set up a time when you can meet either in person or on the phone. If you do not hear from your lawyer within 2 business days, please call them at the number listed above.

If you have any questions about any new or on-going legal issues outside the scope of the matter your volunteer lawyer is handling, or any concerns about your pro bono representation, please contact me at [number].

Please let me know if you have any other questions or concerns.

Sincerely,

[name]

[organization]

[contact information]

Cc: [pro bono attorney name]