

Formal Legal Referral Template

Subject: Referral for Legal Assistance

Dear Legal Aid Attorney,

I am referring [Client Name] to your legal aid services for assistance with [legal matter]. This individual requires immediate legal representation due to [circumstances].

The case involves [brief description of legal issue]. Current status is [pending court date/ongoing situation]. The individual has [attempted self-representation/has no legal counsel].

Financial situation confirms eligibility for legal aid services based on [income/asset information]. All relevant documentation will be provided upon request.

Time sensitivity requires your prompt attention as [deadline/court date] approaches. The individual is available for consultation [availability].

Please confirm receipt of this referral and advise on next steps for scheduling.

Sincerely,

[Your Name]

[Title]

[Organization]

[Contact Information]

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