

SAMPLE INTRODUCTORY LETTER TO PRO SE LITIGANT

Attorney-Client Communication
Privileged & Confidential

NAME
Prison ID (if appropriate)
ADDRESS

Re: Case Name, Docket Number

Dear ____:

I am a lawyer admitted to practice in the Southern District of New York. My firm has agreed to represent you for free in your case, Case Name, Docket Number. I will be the lawyer handling the matter, although other lawyers at my firm may also work on this case. We will not charge you for our services.

I would like to schedule a time for us to talk about your case and explain the terms of our firm's representation of you. Once you receive this letter, please call me so that we can discuss these next steps. My office has been instructed to accept your collect call.

Before we can represent you in court, we need you to sign our standard letter of engagement. I have enclosed a copy of that for your review. It governs the terms of our relationship. This is an important document so please read it carefully and ask me any questions you may have. Once you have signed this document, we will file a Notice of Appearance of *Pro Bono* Counsel with the Court to make formal our representation of you.

I look forward to representing you in this matter.

Very truly yours,