

**SAMPLE LETTER**

Comments regarding pending  
applicant providers for the List of Pro  
Bono Legal Service Providers

February 8, 2016 [Date of Comment]

Pro Bono List Administrator  
Office of Legal Access Programs  
Office of the Director  
Executive Office for Immigration Review  
5107 Leesburg Pike, Suite 1900.10  
Falls Church, VA 22041

**RE:** Comment regarding [Insert complete name of applicant provider]

Dear Pro Bono List Administrator:

I [support/do not support] the inclusion of [Insert name of applicant provider] on the List of Pro Bono Legal Service Providers.

[Provide reasons for your favorable or unfavorable comment. Be as detailed and specific as possible.].

[An example of a favorable comment: "I have known [name of applicant provider] for X [months / years]. He/She/It assisted me [my family / friends] with immigration legal services and is well-known in the local community for providing free legal services. I have personal knowledge that [the applicant provider] did not charge for legal services when representing me [my family / friends] in immigration court proceedings in [name of court location]. The applicant provider represented [me / my family / my friends] effectively in immigration court. I highly recommend this applicant provider's inclusion on the List of Pro Bono Legal Service Providers."]

I certify that I have sent an exact copy of this letter to the applicant provider at: [insert address of applicant provider] on [Month, Day, Year].

Sincerely,

Name of commenter

Address of commenter

Email of commenter (optional, if available).