

Notification of Legal Assistance Needs

Date: [Insert Date]

To: [Social Service Agency Name]

Address: [Agency Address]

Dear [Agency Representative's Name],

I hope this message finds you well. I am writing to formally notify you of my urgent need for legal assistance regarding [briefly describe the legal issue, e.g., housing, family law, immigration]. Given the complexities of my situation, I believe it is essential to seek professional legal support.

Please let me know the necessary steps to engage legal assistance services through your agency. I would appreciate any guidance or referrals you can provide.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]