

Request for Legal Assistance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Organization's Name]

[Organization's Address]

Dear [Recipient's Name],

I am writing to formally request legal assistance regarding housing and tenant issues that I am currently facing. My name is [Your Name], and I reside at [Your Address]. My contact number is [Your Phone Number], and my email address is [Your Email Address].

Briefly, the issues I am experiencing include [describe the specific issues, e.g., eviction threats, improper lease terms, lack of maintenance, etc.]. These circumstances have placed a significant burden on my living situation and have caused me [explain any impacts, e.g., financial, emotional, etc.].

I believe I require legal guidance to help resolve these matters effectively. I understand that your organization specializes in housing and tenant issues, and I am hopeful that you can provide the necessary support and assistance.

Thank you for considering my request for help. I look forward to your prompt response.

Sincerely,

[Your Name]