DATE

Name

Address

City State ZIP

 **RE: Follow-up on Intake on \_\_\_\_\_\_\_\_\_\_\_\_ Issue**

Dear Mr. \_\_\_\_\_\_\_\_\_:

Thank you for contacting the Neighborhood Christian Legal Clinic. We are sorry that we are unable to assist you with your \_\_\_\_\_\_\_\_\_\_\_\_ issue. As we explained to you during intake, our limited resources and the large volume of requests for assistance prevent us from being able to assist every person who comes to one of our intake sessions.

We wish you the best in seeking legal assistance elsewhere.

Sincerely,



Brian Dunkel

Director of Legal Services

Attorney-at-Law