

Timeline for Attorney Request

Time Period	Task
July 9 – 20	Compile list of attorneys/law firms who have represented clients or are part of attorney pro bono networks in your area
July 23 – 27	Make calls to obtain the name of the Pro Bono Coordinator (unless the letter is going to a specific attorney you know), correct address etc.
July 23 – August 3	Draft letter, inserting relevant information
August 6 – 10	Finalize letters, add enclosure materials and mail
August 24 – 31	Follow-up calls to ask “Have you received our letter? Do you need any further information?”
October 1-12	Call or fax follow-up letter if you haven’t received a response
Ongoing	Within a week of receipt, send thank you letters to any firm that makes a donation. Add them to your donor database.