

Appointment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Attorney's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to request an appointment for legal advice regarding [briefly describe the legal matter, e.g., a contract dispute, estate planning, etc.]. I would appreciate the opportunity to discuss my situation and gain your expert guidance.

Please let me know your availability for a meeting. I am flexible with dates and times, and can adjust to your schedule.

Thank you for considering my request. I look forward to your reply.

Sincerely,

[Your Name]