

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Attorney's Name
Law Firm's Name
Law Firm's Address
City, State, Zip Code

Dear [Attorney's Name],

I hope this message finds you well. I am writing to inquire about the possibility of scheduling a consultation for legal advice regarding [briefly describe the issue or matter].

Due to the nature of the situation, I would appreciate your expertise and guidance on [specific questions or concerns]. I am available for a consultation on [provide two or three potential dates and times].

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

Sincerely,
Your Name