

Letter for First Legal Consultation

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

Thank you for reaching out to our firm. We appreciate the opportunity to assist you with your legal needs. This letter serves to confirm your first consultation scheduled for [Insert Date and Time] at our office located at [Insert Office Address].

During this meeting, we will discuss your situation in detail and explore your options moving forward. Please bring any relevant documents that may assist in understanding your case better.

If you have any questions before our meeting, feel free to contact us at [Insert Phone Number] or [Insert Email Address]. We look forward to meeting you and assisting you with your legal matters.

Sincerely,

[Your Name]

[Your Position]

[Law Firm Name]

[Law Firm Address]

[City, State, ZIP Code]