

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lawyer's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Lawyer's Name],

I hope this message finds you well. I am writing to schedule an initial legal advice session regarding [briefly describe the legal issue, e.g., "a personal injury matter," "a contract dispute," etc.].

Given the circumstances, I would appreciate the opportunity to discuss my situation with you and explore the options available to me. Please let me know your availability for the upcoming weeks, and any necessary forms or information I should prepare ahead of our meeting.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]