

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

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

Dear [Attorney's Name],

I hope this message finds you well. My name is [Your Name], and I am seeking legal advice regarding [briefly explain the issue or area of law]. I would like to inquire about the possibility of scheduling an initial consultation with you.

Could you please provide information regarding your availability, consultation fees, and any documentation I should prepare for our meeting?

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

Sincerely,  
[Your Name]