

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Firm/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Request for Preliminary Legal Advice

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request preliminary legal advice regarding [briefly describe the legal issue or matter, e.g., a potential contract dispute, family law issue, etc.]. Given your expertise in this area, I would greatly appreciate your insights.

To provide some context, [briefly outline the facts of the case or situation and any relevant information that might help the recipient understand your request].

I would be grateful if we could schedule a meeting to discuss this matter further. Please let me know your availability in the coming weeks.

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

Sincerely,

[Your Name]