

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

[Recipient's Name]
[Recipient's Title]
[Firm/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to schedule an initial discussion regarding [brief description of the legal matter or issue]. I believe your expertise would be invaluable as I navigate this process.

Could we arrange a meeting on [suggest a date and time] or at your earliest convenience? I am flexible with my schedule and can adjust to a time that works best for you.

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

Warm regards,

[Your Name]
[Your Title/Position] (if applicable)
[Your Company/Organization] (if applicable)