

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Law Firm Name]

[Law Firm Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I am writing to formally request legal counsel regarding [brief description of the issue or legal matter]. I believe that your expertise in [specific area of law] would be invaluable to my case.

Due to [reason for needing legal counsel], I am seeking your guidance to navigate the complexities involved. I would appreciate the opportunity to discuss my situation with you at your earliest convenience.

Please let me know your availability for a meeting or phone call. Thank you for considering my request for legal assistance.

Sincerely,

[Your Name]