

# Attorney Services Offer

Date: [Insert Date]

[Your Name]

[Your Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to offer our legal services to you in relation to [briefly describe the matter, e.g., "your upcoming business litigation case"]. Our firm specializes in [specific area of law], and we have a proven track record of successfully representing our clients.

Our services include:

- Initial consultation and case evaluation
- Comprehensive legal research and advice
- Preparation of legal documents
- Representation in court hearings and negotiations

Our fees are based on [explain fee structure, e.g., "an hourly rate of \$XXX or a flat fee of \$XXX for this service"]. We believe in transparency and are happy to discuss any payment options that can accommodate your needs.

Should you choose to engage our services, we will ensure that you receive the utmost attention and commitment to your case. We encourage you to reach out with any questions or concerns you may have.

Thank you for considering our services. We look forward to the opportunity to represent you.

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm Name]