

Invitation to Legal Counsel Meeting

Date: [Insert Date]

To: [Legal Counsel's Name]

[Legal Counsel's Address]

Dear [Legal Counsel's Name],

We are writing to formally invite you to a meeting regarding [specific legal matter or case] on [date] at [time]. The meeting will take place at [location/format, e.g., virtual, office address].

Your expertise and guidance on this matter are invaluable to us, and we would greatly appreciate your presence to discuss the details and formulate a strategy moving forward.

Please confirm your availability for this meeting at your earliest convenience. Should you have any questions or require further information, do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]