

Letter of Consultation for Media Law Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for reaching out to us regarding your media law needs. We appreciate the opportunity to assist you. This letter serves to outline our consultation process and how we can support you in navigating the complexities of media law.

Consultation Overview

During our consultation, we will cover the following:

- Review of your current media operations
- Assessment of any legal challenges you may face
- Guidance on compliance with relevant laws and regulations

Proposed Next Steps

Please confirm your availability for our initial consultation on [insert proposed date and time]. We can conduct this meeting either in-person or via video call, depending on your preference.

Fees and Payment

Our standard consultation fee is [insert fee structure]. Upon confirmation of your appointment, we will send an invoice for the initial consultation.

We look forward to the opportunity to work with you. Please feel free to reach out with any questions prior to our meeting.

Sincerely,

[Your Name]

[Your Title]

[Your Firm's Name]

[Your Firm's Contact Information]