

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to seek your assistance regarding a due diligence inquiry as part of our consideration for potential legal services.

As part of our assessment, we would appreciate your responses to the following inquiries:

1. Can you provide an overview of your firm's experience in [specific area of law]?
2. What is your firm's approach to client communication and updates throughout the legal process?
3. Could you share information about your fee structure and any additional costs we might incur?
4. Do you have references from past clients in similar legal matters?
5. What is your firm's general availability and response time for urgent issues?

We understand the importance of confidentiality concerning this inquiry and assure you that all information provided will be treated with the utmost discretion.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]