

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Attorney's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I hope this message finds you well. My name is [Your Name], and I am seeking legal representation for [briefly describe your legal situation, e.g., a divorce, a personal injury case, etc.]. I would like to inquire about your availability to take on my case.

Please let me know your fees and if you offer any initial consultations. I would appreciate any information regarding your experience with cases similar to mine and the next steps we should take.

Thank you for your time, and I look forward to your response.

Sincerely,

[Your Name]