

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Lawyer's Name or "Hiring Team"],

I am writing to inquire about your legal representation services. I am currently facing [brief description of legal issue], and I am seeking professional assistance to navigate this matter.

Could you please provide information regarding your services in this area, including your experience, fees, and any initial consultation procedures? Additionally, I would appreciate any relevant advice on how to proceed.

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

Sincerely,

[Your Name]