

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Firm/Organization Name
Firm/Organization Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally inquire about legal guidance regarding [briefly describe the issue or situation]. As [provide a brief background of your situation], I believe it is crucial to seek professional advice to ensure compliance and protect my interests.

I would appreciate the opportunity to discuss this matter further and gain your insights on the appropriate course of action. Please let me know your availability for a consultation, as well as any associated fees for your services.

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

Sincerely,

[Your Name]