

Legal Service Inquiry

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Law Firm's Name]

[Law Firm's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to inquire about your legal services regarding [briefly describe the legal issue, e.g., divorce, estate planning, etc.]. I would like to understand how your firm can assist me in this matter.

Please provide information on your services, fee structure, and availability for a consultation. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]