

Notice of Legal Advisory Consultation

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are writing to inform you of a scheduled legal advisory consultation regarding [brief description of the subject matter]. This consultation will provide you with the opportunity to discuss your legal concerns and receive expert guidance.

Details of the Consultation:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please bring all relevant documents related to your case for review during our meeting. If you have any questions or need to reschedule, do not hesitate to contact our office at [Office Phone Number] or [Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Law Firm's Name]

[Your Law Firm's Address]

[Your Contact Information]