

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

[Law Firm/Attorney's Name]  
[Law Firm's Name]  
[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 consultation regarding [brief description of your issue]. I would appreciate the opportunity to discuss my situation with you and explore the potential legal steps I should consider.

Please let me know your availability for a consultation. I am happy to meet at your office or discuss this matter over the phone at your convenience.

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

Best regards,

[Your Name]