

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the litigation services offered by [Company Name]. As we are currently evaluating our options for legal representation, I would appreciate more information regarding your firm's expertise in this area.

Specifically, I am interested in understanding:

- The types of litigation services you provide.
- Your experience in handling cases similar to ours.
- The typical process and timeline for litigation cases.
- Your fee structure and any retainer agreements.

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

Sincerely,

[Your Name]