

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Law Firm or Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a consultation regarding estate planning. As I look to ensure that my affairs are managed properly, I believe it is important to seek professional advice.

I would appreciate the opportunity to discuss my situation and explore the options available to me. Please let me know your availability for a meeting, either in person or via telephone.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]