

Acceptance of Legal Consultation Request

[Your Name]

[Your Law Firm's Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for reaching out to us regarding your legal matter. I am writing to formally confirm our acceptance of your request for a legal consultation.

We can schedule a consultation at your earliest convenience. Please let us know your availability, and we will do our best to accommodate. Our firm is committed to providing you with the highest level of legal service.

If you have any documents or additional information related to your case that you can share beforehand, it would be greatly appreciated. This will help us better understand your situation during the consultation.

Thank you once again for considering our services. We look forward to working with you.

Sincerely,

[Your Name]

[Your Position]

[Your Law Firm's Name]