

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Law Firm's Name]

[Law Firm's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to arrange a consultation meeting to discuss [briefly state the purpose of the consultation, e.g., legal matters regarding a property dispute].

Could we schedule a meeting on [propose a couple of dates and times]? I am available at your convenience and would appreciate your guidance on the matter.

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

Sincerely,

[Your Name]