

# Consultation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Social Service Agency Name]

[Agency Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a consultation regarding [briefly explain the purpose, e.g., "services available for individuals facing homelessness"]. I believe your expertise in the field would be invaluable as I navigate this situation.

Could we schedule a meeting at your earliest convenience? I am available on [insert your availability], but I am willing to adjust to accommodate your schedule.

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

Sincerely,

[Your Name]