

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Law Firm/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the legal advice I received during our last consultation on [date of consultation]. I appreciate the guidance you provided regarding [brief description of the issue discussed].

Having had time to reflect on your recommendations, I would like to discuss a few questions that have arisen, specifically regarding [list any specific questions or concerns]. I believe further clarification would be beneficial for me to proceed effectively.

If possible, could we schedule a time to discuss this? I am available on [provide your available dates and times], but I am more than willing to accommodate your scheduling preferences.

Thank you once again for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]