

Request for Basic Legal Advice on Estate Planning

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Attorney's Name]

[Law Firm's Name]

[Law Firm's Address]

[City, State, ZIP Code]

Dear [Attorney's Name],

I hope this message finds you well. I am writing to request basic legal advice regarding estate planning. I am interested in understanding the various options available to ensure that my assets are distributed according to my wishes and to minimize any potential tax liabilities.

Specifically, I would like to discuss the following topics:

- Wills and Trusts
- Power of Attorney
- Healthcare Directives
- Tax implications of estate planning

I would greatly appreciate it if we could schedule a consultation at your earliest convenience. Please let me know your availability for a meeting, either in person or virtually.

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

Sincerely,

[Your Name]