

# Request for Preliminary Legal Advice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Law Firm/Organization Name]

[Law Firm Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request preliminary legal advice regarding certain issues related to a contract I am currently involved in. I believe your expertise in this area would greatly assist me in understanding my rights and obligations within this agreement.

The contract in question was executed on [insert date] and pertains to [briefly describe the nature of the contract]. Recently, I have encountered [describe the specific issues or concerns you have regarding the contract].

I would appreciate the opportunity to discuss this matter with you at your earliest convenience. Please let me know if you are available for a consultation, and I would be happy to provide any additional information you may require prior to our discussion.

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

Sincerely,

[Your Name]

[Your Position/Title, if applicable]