

Inquiry for Legal Assistance

Date: [Insert Date]

To: [Law Firm/Attorney Name]

[Law Firm/Attorney Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I hope this message finds you well. I am writing to inquire about legal assistance regarding a criminal defense matter. I am currently facing [briefly describe your situation, e.g., charges related to theft, drug possession, etc.], and I am in need of professional guidance and representation.

Details of my case are as follows:

- Incident Date: [Insert Date]
- Charges: [Insert Charges]
- Location of Incident: [Insert Location]
- Current Status: [Explain any court dates or proceedings]

I would appreciate the opportunity to discuss my case with you and determine how your services might assist me during this challenging time. Please let me know your availability for a consultation at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]