

Inquiry for Legal Assistance Regarding Employment Rights

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Law Firm/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Attorney's Name or "To Whom It May Concern"],

I am writing to seek legal assistance regarding a matter related to my employment rights. I believe I may have been subjected to [briefly describe the issue, e.g., unfair dismissal, discrimination, wage theft], and I would like to understand my rights and options moving forward.

Recently, [provide a brief description of the situation and any relevant details, including dates, names, and any actions taken].

I would appreciate your guidance on how to proceed with this matter and any potential legal recourse available to me. Please let me know if you require any further information or documentation.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,

[Your Name]