

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Law Firm/Organization Name]

[Law Firm/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request confirmation of our recent discussions regarding legal advice on [specific legal issue].

As per our conversation on [insert date of conversation], I would like to confirm the details of the services you will be providing, including [briefly outline any specific points discussed].

If you could provide written confirmation of our agreement, including the fees and any other relevant terms, I would greatly appreciate it. This will help ensure that we are on the same page moving forward.

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

Sincerely,

[Your Name]

[Your Title or Position, if applicable]