

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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. My name is [Your Name], and I am seeking assistance with estate planning. As I am a first-time client, I would appreciate the opportunity to discuss my options and any necessary steps to create a comprehensive estate plan.

I would like to schedule a consultation at your earliest convenience. Please let me know your available dates and times.

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

Sincerely,

[Your Name]