

Request for Legal Advice on Business Formation

Date: [Insert Date]

To:

[Attorney's Name]

[Law Firm's Name]

[Address]

[City, State, Zip Code]

Dear [Attorney's Name],

I hope this message finds you well. I am writing to request your legal advice regarding the formation of a new business entity.

My name is [Your Name], and I am in the process of establishing a business that will operate in [brief description of the industry or sector]. I am considering various business structures, including [List potential business structures, e.g., LLC, Corporation, Sole Proprietorship]. I would like your expertise in evaluating the advantages and disadvantages of these options as they relate to my specific circumstances.

Additionally, I would appreciate your guidance on any necessary permits, licenses, or registrations required to operate legally in [City/State] as well as any tax implications associated with different business structures.

Could we schedule a consultation to discuss this matter in further detail? I am available on [insert days and times], but I can be flexible to accommodate your schedule.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]