

Letter of Inquiry for Legal Consultation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Law Firm's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about legal consultation services regarding [specific legal issue or matter]. I am currently facing [brief description of the situation], and I believe your expertise in this area would be invaluable.

Could you please provide information regarding your availability for a consultation, your fees, and any initial documents or information I should prepare for our meeting?

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

Sincerely,

[Your Name]