

Welcome to [Law Firm Name]

Dear [Client's Name],

We are pleased to welcome you as a new client at [Law Firm Name]. This letter serves as an introduction to our onboarding process and outlines the next steps in working together.

Client Information

Please provide us with the following information to help us better serve you:

- Full Name:
- Contact Information:
- Preferred Method of Communication:

Services Provided

We specialize in the following areas of law:

- [Area of Law 1]
- [Area of Law 2]
- [Area of Law 3]

Consultation

Your initial consultation is scheduled for [Date and Time]. If you need to reschedule, please contact our office at [Phone Number] or [Email Address].

Next Steps

To ensure your case is handled effectively, we ask that you review and fill out the attached forms and bring them to your consultation.

We look forward to working with you and appreciate the trust you have placed in us.

Sincerely,

[Your Name]
[Your Title]
[Law Firm Name]
[Phone Number]
[Email Address]