

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position/Title]
[Law Firm/Organization Name]
[Law Firm/Organization Address]
[City, State, Zip Code]

Subject: Request for Legal Representation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request your legal representation in a matter concerning [briefly explain the issue, e.g., "a contract dispute that has arisen with [Party's Name]"].

[Provide a brief background of the situation, including important dates, events, and any relevant documentation that supports your case. This may include details about attempts to resolve the issue amicably, if applicable.]

I believe that your expertise in [specific area of law] would be invaluable to my case. I would like to schedule a consultation at your earliest convenience to discuss this matter in further detail and explore the potential for representation.

Please find attached [any relevant documents, e.g., contracts, correspondence, etc.]. I look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]