

[Your Name]  
[Your Title / Credentials]  
[Your Company Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Client's Name]  
[Client's Address]  
[City, State, ZIP Code]

Dear [Client's Name],

Subject: Legal Nurse Consulting Services

I hope this letter finds you well. I am writing to confirm our recent discussion regarding the legal nurse consulting services I provide and to outline how we can work together effectively in your case.

As a certified legal nurse consultant, I specialize in [specific areas of expertise related to the client's needs, e.g., personal injury, medical malpractice, etc.]. My role will involve [briefly describe services you will provide, such as reviewing medical records, providing expert opinions, preparing reports, etc.].

To ensure a comprehensive understanding of your case, I will need the following documents:

1. [List of documents needed]
2. [Any additional information required]
3. [Specify any deadlines for submission]

Our initial consultation is scheduled for [date/time]. This meeting will allow us to discuss your case in detail and outline the next steps.

Please let me know if this time is still convenient for you or if there are any changes.

Thank you for the opportunity to assist you with your case. I look forward to working together to achieve the best possible outcome.

Best regards,

[Your Name]  
[Your Title / Credentials]  
[Your Company Name]