

[Initial Appointment Confirmation]

{Date}

{Name}
{Company Name}
{Address 1}
{Address 2}
{City, State, Zip Code}

Dear Prospective Client:

Thank you for contacting our firm about representing you concerning [Specify reason for representation.]

We have scheduled an initial appointment with you on _____ at _____ o'clock. It is important that we meet with you as scheduled. Please complete the enclosed General Information Questionnaire and bring it with you, along with any other documents and papers you think might be important.

At this point, we have not undertaken representation for you. After we have met with you and reviewed the information concerning this matter, we will inform you if we will undertake representation.

We look forward to meeting with you. Should you have any questions or need directions to our office, please feel free to call us.

Sincerely,

Firm Name
Lawyer Name

Enclosure