

[Your Name]
[Your Company/Firm Name]
[Your Phone Number]
[Your Email Address]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Dear [Recipient Name],

I am writing to introduce myself as a probate paralegal specializing in estate administration and trust litigation support. Having followed your work in [Recipient's Field, e.g., Estate Planning/Real Estate/Tax Law], I believe there is a valuable opportunity for us to support one another's clients.

In my current role, I assist with:

- Preparing and filing petitions for probate.
- Managing estate inventory and appraisals.
- Drafting accountings and distribution schedules.
- Coordinating with creditors and tax authorities.

I often work with clients who require professional services in your area of expertise. My goal is to build a network of trusted professionals to whom I can confidently refer my clients, ensuring they receive comprehensive care during the probate process.

I would welcome the chance to learn more about your practice and discuss how we might collaborate. Are you available for a brief introductory call or a coffee next Tuesday or Wednesday?

Thank you for your time. I look forward to connecting.

Sincerely,

[Your Signature]

[Your Printed Name]