

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

RE: Request for Legal Representation - [Case Name or Brief Description of Matter]

Dear [Attorney Name],

I am writing to formally request that [Law Firm Name] represent me in connection with [briefly describe the legal matter, e.g., a contract dispute, personal injury claim, or business incorporation].

Based on our initial consultation held on [Date], I would like to proceed with your services. Please provide a formal Retainer Agreement for my review. I understand that this agreement will outline the scope of representation, the fee structure, and the initial retainer amount required to begin work on this matter.

Please let me know if you require any additional information or documentation from my side to prepare the agreement. I look forward to receiving the documents and beginning our professional relationship.

Sincerely,

[Your Signature]

[Your Printed Name]