

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

[Date]

[Attorney Name, if known]
[Law Firm Name]
[Firm Street Address]
[Firm Suite or Floor Number]
[Firm City, State, Zip Code]

RE: [Case Name / Case Number / Reference Number]

Dear [Attorney Name or Law Firm Name],

[Body Paragraph 1: State the purpose of the letter and any specific legal matter you are referencing.]

[Body Paragraph 2: Provide the necessary details, facts, or requests relevant to your inquiry.]

[Body Paragraph 3: State your expectations for a follow-up or the deadline for a response.]

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List any documents attached, if applicable]