To,

[Name of Recipient]

[Designation of Recipient]

[Organization Name]

Date:

**Subject: Request to Provide Legal Services Information**

Dear Mr. / Mrs. [Name of the Recipient],

I am writing you to request some information regarding the legal services that your law firm provides. Mr. John Smith told me about your law firm and recommended me to use your professional services. Actually, I have a court case for my inherited piece of land at [mention Location].

I want some credible lawyers who can professionally handle this case on my behalf. For this purpose, I request you to kindly provide me some detailed information about the types of legal services that your law firm actually provides.

You can reach me via the contact details that are given below.

Thanking you in anticipation.

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]