

Ch 10: Sample EMail Template

Subject: Scheduling Your Consultation with [Your Law Firm's Name]

Dear [Potential Client's Name],

I hope this message finds you well. We appreciate your interest in [Your Law Firm's Name] and the opportunity to assist you with your legal needs.

We are pleased to schedule a consultation with one of our experienced attorneys to discuss your specific situation and provide you with the guidance you require.

Consultation Details:

-Date: [Proposed Date]

-Time: [Proposed Time]

-Location: [Office Address]

-Attorney: [Attorney's Name]

-Practice Area: [Relevant Practice Area]

Please take a moment to confirm the details and let us know if this appointment works for you. If you have any specific questions or topics you'd like to address during the consultation, please feel free to share them with us in advance, so our attorney can better prepare to assist you.

To confirm your consultation appointment, please reply to this email with your acceptance. or if the proposed date and time do not suit your schedule. let us know your preferred availability, and we will do our best to accommodate you.

If you need to reschedule or have any questions before your appointment, you can reach out to us directly at [Your Phone Number] or [Your Email Address]

We look forward to meeting with you and providing you with the legal guidance you require. Thank you for choosing [Your Law Firm's Name]

Warm regards,

[Your Name]

[Your Title]

[Your Law Firm's Name]

[Office Address]

[Phone Number]

[Email Address]