

[Date]

[Name of Legal Counsel/Law Firm]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

**Re: Inquiry Regarding Legal Counsel Services for [Name of Employee Benefit Plan]**

Dear [Name of Contact Person],

Our organization, [Company Name], is currently seeking qualified legal counsel to provide professional services for our employee benefit plan, the [Full Name of Benefit Plan].

We are requesting a proposal or information regarding your firm's experience in the following areas:

- ERISA compliance and fiduciary responsibility.
- Review and drafting of Plan Documents and Summary Plan Descriptions (SPDs).
- Guidance on IRS and Department of Labor (DOL) regulations.
- Assistance with plan audits, corrections, and filings.
- Advice on Health and Welfare or Retirement Plan design and amendments.

Please provide us with a brief overview of your firm's expertise in employee benefits law, your standard fee structure (e.g., hourly rates or flat fees), and the primary contact who would be assigned to our account.

We would appreciate receiving your response by [Date]. If you require additional information about our current plan structure to prepare your response, please contact [Name] at [Phone Number/Email].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]