Dear *(insert lawyer's name)*

I am looking to write my will and would like to know some details about your service.

If you could let me know the following:

1. Your upfront fee for a standard will – i.e. nothing complicated
2. Whether or not I can name an executor who is not an employee of your firm
3. You can please specify your hourly (or fixed fee) in your role as executor of the estate
4. Your fee for a probate application

Thank you and I look forward to hearing from you.

Kind regards,  
(insert your name)