

**[Date]**

**[Recipient Name]**

[Recipient Law Firm/Company]

[Address Line 1]

[City, State, Zip Code]

**RE: Letter of Intent for Class Action Litigation Joint Venture**

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the preliminary understanding and intent between **[Your Firm Name]** and **[Recipient Firm Name]** (collectively, the "Parties") to form a Joint Venture for the purpose of investigating and prosecuting class action litigation against **[Defendant Name/Industry]** regarding **[Brief Description of Legal Matter]**.

**1. Purpose of the Joint Venture**

The Parties intend to pool legal expertise, financial resources, and administrative capabilities to represent the proposed class of plaintiffs in the matter of [Case Name/Reference].

**2. Division of Responsibilities**

The Parties agree to divide labor as follows:

- **[Your Firm Name]:** Responsible for [e.g., lead counsel duties, discovery, expert witness coordination].
- **[Recipient Firm Name]:** Responsible for [e.g., class member intake, local counsel filings, document review].

**3. Allocation of Fees and Costs**

The Parties agree that any court-awarded attorney fees or settlement contingencies shall be shared on a [Percentage]% / [Percentage]% basis. Litigation expenses and costs shall be advanced [e.g., equally / in proportion to fee share].

**4. Governance and Decision Making**

Major litigation decisions, including settlement offers and the addition of third-party counsel, shall require the mutual consent of both Parties.

**5. Confidentiality and Work Product**

All information shared between the Parties regarding this litigation shall be protected by the Common Interest Doctrine and Attorney-Client Privilege. Neither party shall disclose the terms of this JV to outside parties without written consent.

**6. Non-Binding Nature**

Except for the provisions regarding confidentiality, this LOI is non-binding and serves as a framework for the drafting of a formal Joint Venture Agreement to be executed by [Date].

Please indicate your concurrence with these preliminary terms by signing below.

Sincerely,

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**[Your Name/Title]**  
[Your Firm Name]

**Agreed and Accepted:**

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**[Recipient Name/Title]**  
[Recipient Firm Name]  
Date: \_\_\_\_\_