

**[Date]**

**[Recipient Name]**

[Recipient Title]

[Recipient Law Firm Name]

[Address line 1]

[Address line 2]

**RE: Letter of Intent for Shared Legal Administrative Services Joint Venture**

Dear [Recipient Name],

This Letter of Intent ("LOI") outlines the preliminary terms for a proposed joint venture between [Your Law Firm Name] and [Recipient Law Firm Name] (collectively referred to as the "Parties") to establish a shared legal administrative services entity.

**1. Purpose**

The Parties intend to form a Joint Venture (the "JV") to centralize administrative functions, including but not limited to billing, human resources, IT infrastructure, and procurement, to achieve economies of scale and operational efficiency.

**2. Structure**

The JV shall be formed as a [Insert Entity Type, e.g., Limited Liability Company] owned in equal shares ([50%/50%]) by the Parties.

**3. Contributions**

Each party shall contribute [Insert Amount] in initial capital. Additionally, the Parties may contribute existing office equipment, software licenses, or personnel as agreed upon during the due diligence phase.

**4. Scope of Services**

The JV will provide the following services to both firms:

- Financial management and accounting
- Legal secretarial and clerical support
- Marketing and business development coordination
- Facilities and office management

**5. Governance**

The JV shall be managed by a Board of Managers consisting of [Number] representatives from each firm. Key decisions will require unanimous consent.

**6. Confidentiality**

The Parties agree to keep all negotiations and exchanged information confidential. This provision shall survive the termination of this LOI.

**7. Non-Binding Nature**

Except for the provisions regarding confidentiality and governing law, this LOI is a statement of intent and does not create a legally binding obligation on either party to enter into a definitive agreement.

**8. Governing Law**

This LOI shall be governed by the laws of the State of [State Name].

If the terms outlined above are acceptable, please sign and return a copy of this letter by [Expiration Date].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Law Firm Name]

**Agreed and Accepted:**

\_\_\_\_\_  
[Recipient Signature]

Date: \_\_\_\_\_