

[Date]

[Recipient Name]

[Recipient Title]

[Law Firm Name]

[Address]

[City, State, Zip Code]

RE: Letter of Intent for Joint Venture Formation

Dear [Recipient Name],

This Letter of Intent ("Letter") outlines the preliminary terms for a proposed joint venture between [ALSP Name] ("ALSP") and [Law Firm Name] ("Firm"). The goal of this partnership is to combine alternative legal service delivery with traditional legal expertise.

1. Purpose of the Joint Venture

The parties intend to form a new entity or collaborative framework to provide [Specify Services, e.g., e-discovery, contract management, or high-volume regulatory compliance] to clients.

2. Proposed Structure

The joint venture shall be structured as a [Specify: e.g., Limited Liability Company or General Partnership] under the laws of the State of [State]. Ownership interest is proposed as [Percentage]% for ALSP and [Percentage]% for the Firm.

3. Contributions

- **ALSP Contributions:** [Project management, technology platforms, and offshore/onshore staffing].
- **Firm Contributions:** [Legal oversight, brand reputation, and client relationship management].

4. Management and Governance

The joint venture will be managed by a Board of Managers consisting of [Number] representatives from each party. Major decisions will require unanimous consent.

5. Financial Arrangements

Profits and losses will be shared in proportion to the ownership interests unless otherwise agreed. Initial working capital requirements will be funded by [Specify funding source].

6. Confidentiality and Exclusivity

The parties agree to keep the terms of this Letter and all shared proprietary information confidential. For a period of [Number] days, neither party will negotiate with third parties for a similar arrangement.

7. Non-Binding Nature

Except for sections regarding confidentiality and exclusivity, this Letter is a non-binding statement of intent and does not create a legal obligation to enter into a definitive agreement.

8. Governing Law

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

If these terms are acceptable, please sign and return a copy of this Letter by [Date].

Sincerely,

[Your Name]

[Your Title]

[ALSP Name]

Accepted and Agreed:

[Authorized Signatory Name]

[Title]

[Law Firm Name]