

[Your Name]  
[Your Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Name of Hiring Partner/Board Chair]  
[Name of Law Firm]  
[Firm Address]

RE: Letter of Intent for Chief Executive Officer Position

Dear [Name of Hiring Partner/Board Chair],

This Letter of Intent outlines my interest in serving as the Chief Executive Officer of [Name of Law Firm]. Having followed the firm's recent growth and reputation in [Specific Practice Area], I am eager to apply my executive leadership experience to optimize the firm's operational and financial performance.

In my previous roles, I have successfully managed large-scale legal operations, including [mention a key achievement such as financial restructuring, technology implementation, or talent acquisition]. I understand the unique challenges of law firm management, particularly the balance between administrative efficiency and the preservation of partner-client relationships.

My strategic objectives for this role would include:

- Enhancing operational efficiency and reducing overhead costs.
- Implementing data-driven performance metrics for legal and support staff.
- Strengthening the firm's market position through targeted business development.
- Fostering a collaborative culture across diverse practice groups.

I am confident that my background in both business management and the legal industry aligns with the vision of [Name of Law Firm]. I look forward to the possibility of discussing how my leadership can contribute to the firm's long-term sustainability and profitability.

Sincerely,

[Your Signature]

[Your Printed Name]