

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Managing Partner Name]
[Firm Name]
[Firm Address]
[City, State, Zip Code]

RE: Letter of Intent for Admission to Non-Equity Partnership

Dear [Managing Partner Name],

Please accept this letter as a formal expression of my interest in being considered for admission to the Non-Equity Partnership at [Firm Name]. Based on my tenure with the firm and my contributions to the [Department Name] practice group, I believe I am ready to transition into this leadership role.

During my time as [Current Position], I have consistently met and exceeded performance targets. My key contributions include:

- [Key Achievement 1: e.g., Managing a portfolio of X amount]
- [Key Achievement 2: e.g., Developing new client relationships with X company]
- [Key Achievement 3: e.g., Mentoring junior associates and improving workflow efficiency]

I am fully committed to the firm's long-term vision and am eager to take on the increased responsibilities regarding business development, client management, and firm governance that come with a Non-Equity Partnership position. I am confident that my professional growth aligns with the firm's strategic goals.

I look forward to discussing my performance record and the terms of this transition with the Executive Committee at your earliest convenience. Thank you for your time and for your continued support of my career at [Firm Name].

Sincerely,

[Signature]

[Your Printed Name]