

[Your Name]
[Current Position]
[Date]

[Managing Partner Name]
[Firm Name]
[Firm Address]

Re: Letter of Intent Regarding Elevation to Junior Partner

Dear [Managing Partner Name],

Please accept this letter as a formal expression of my interest in being elevated to the position of Junior Partner at [Firm Name]. Having served as [Current Title] for [Number] years, I am eager to increase my commitment to the firm's long-term growth and strategic success.

During my tenure, I have consistently demonstrated my dedication through:

- Successful management of [Project/Case Name or Type].
- Consistently meeting and exceeding [Billing/Revenue/Sales] targets.
- Contributing to the mentorship and development of junior staff.
- Expanding our client base by [Brief Description of Business Development].

I am prepared to take on the additional financial and leadership responsibilities that come with partnership. I look forward to discussing how my elevation will benefit the firm and to reviewing the formal requirements and capital contribution expectations involved in this transition.

Thank you for your time and for your continued support of my professional development within the firm.

Sincerely,

[Signature]

[Your Printed Name]