

[Your Name]
[Current Title/Partner Level]
[Firm Name]
[Date]

[Recipient Name]
[Title/Selection Committee]
[Firm Name]

RE: Letter of Intent for Managing Partner Succession

Dear [Recipient Name/Board of Directors],

I am writing to formally express my interest in succeeding as the Managing Partner of [Firm Name], effective [Proposed Transition Date]. Having served as a partner for [Number] years, I am deeply committed to the firm's continued growth, culture, and long-term stability.

My primary objectives for this transition include:

- Ensuring a seamless continuity of leadership and client service.
- Expanding our market presence through [Specific Strategic Goal].
- Mentoring the next generation of associates and junior partners.
- Optimizing internal operations to increase firm profitability.

I propose a formal transition period beginning [Start Date], during which I will work closely with [Current Managing Partner Name] to oversee the transfer of administrative duties, financial oversight, and key client relationships. I am prepared to present a detailed five-year strategic plan to the partnership for review.

I look forward to discussing the terms of this succession and the future of [Firm Name] with the partnership board.

Sincerely,

[Signature]

[Your Printed Name]