

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

[Date]

[Managing Partner Name]
[Target Practice Name]
[Practice Address]
[City, State, Zip Code]

Re: Letter of Intent for Merging Practice and Partnership Admission

Dear [Partner Name],

This Letter of Intent ("Letter") outlines the preliminary terms under which [Your Name/Practice Name] proposes to merge its professional practice with [Target Practice Name] and for [Your Name] to be admitted as a Partner.

1. Merger of Practices: The parties intend to combine their respective professional practices, including all client accounts, active files, intellectual property, and equipment, into a single operating entity.

2. Partnership Admission: Upon the effective date of the merger, [Your Name] shall be admitted as a [Full/Junior/Equity] Partner of [Target Practice Name] with all associated voting rights and responsibilities.

3. Valuation and Equity: The equity stake assigned to [Your Name] shall be determined based on a mutual valuation of the contributed assets and book of business. The proposed equity interest is [Percentage] %.

4. Management and Governance: [Your Name] will participate in the firm's management committee and hold authority over the [Specific Department/Specialty] division.

5. Due Diligence: This proposal is subject to a due diligence period of [Number] days, during which both parties will review financial records, liabilities, and legal standing.

6. Confidentiality: Both parties agree to keep the terms of this Letter and all shared proprietary information strictly confidential.

7. Non-Binding Nature: This Letter serves as a statement of intent and does not constitute a legally binding agreement, except for the provisions regarding confidentiality.

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

Sincerely,

[Signature]

[Your Printed Name]

Accepted and Agreed:

Signature: _____

Name: [Managing Partner Name]

Date: _____