

Mutual Confidentiality Agreement and Letter of Intent

Date: [Insert Date]

1. Parties

This agreement is between [Your Law Firm Name] ("The Initiator") and [Target Law Firm Name] ("The Target"), collectively referred to as "the Parties."

2. Purpose

The Parties intend to engage in discussions regarding a potential business combination, merger, or acquisition to facilitate the expansion of legal services (the "Transaction").

3. Confidentiality Obligations

During the evaluation period, both Parties will share sensitive information including financial records, client lists, employee data, and strategic plans ("Confidential Information").

- **Non-Disclosure:** Neither party shall disclose Confidential Information to any third party without prior written consent.
- **Restricted Use:** Information shall be used solely for evaluating the proposed Transaction.
- **Exclusions:** Confidentiality does not apply to information already in the public domain or legally obtained from other sources.

4. Non-Solicitation

For a period of [Insert Number, e.g., 12] months, neither party shall solicit for employment any attorneys or staff members of the other party introduced during this process.

5. Letter of Intent (Non-Binding)

This section outlines the preliminary intent to explore the Transaction:

- **Proposed Structure:** [e.g., Asset Purchase / Merger / Partnership Integration]
- **Due Diligence:** The Parties agree to a due diligence period of [Insert Number] days.
- **Exclusivity:** The Target agrees not to negotiate with other parties for a period of [Insert Number] days.

6. Legal Effect

Sections 3 (Confidentiality) and 4 (Non-Solicitation) are legally binding. Section 5 (Letter of Intent) represents a statement of serious intent but does not constitute a binding obligation to complete the Transaction.

7. Signatures

For [Your Law Firm Name]:

Signature: _____
Name: [Name of Authorized Representative]
Title: [Title]

For [Target Law Firm Name]:

Signature: _____
Name: [Name of Authorized Representative]
Title: [Title]