

[Date]

[Name of Managing Partner]

[Target Law Firm Name]

[Address Line 1]

[City, State, Zip Code]

RE: Request for Preliminary Valuation Metrics - [Project Name/Firm Name]

Dear [Partner Last Name],

In connection with our ongoing discussions regarding a potential [merger/acquisition], we request the following valuation metrics and financial data for the fiscal years [Year 1], [Year 2], and [Year 3] to date:

- **Profitability Metrics:**
 - Profit per Equity Partner (PEP)
 - Revenue per Lawyer (RPL)
 - Average Compensation for Salaried Partners
- **Operational Metrics:**
 - Total Billable Hours by Practice Area
 - Realization Rates (Billed vs. Collected)
 - Utilization Rates per Associate and Partner
- **Financial Health:**
 - Aging Report of Accounts Receivable (30/60/90+ days)
 - Work-in-Progress (WIP) Balances
 - Total Long-term Debt and Lease Obligations
- **Client Concentration:**
 - Percentage of revenue generated by the top five clients
 - Client retention rates over the last 36 months

Please provide these documents via the secure data room by [Deadline Date]. All information provided will be treated in accordance with the existing Non-Disclosure Agreement.

Sincerely,

[Your Name]

[Your Title]

[Your Firm/Company Name]