

Date: [Insert Date]

[Partner Name]
[Address]
[City, State, Zip Code]

Re: Notice of Asset Settlement and Distribution regarding [Law Firm Name]

Dear [Partner Name],

As per the dissolution agreement of [Law Firm Name] effective [Dissolution Date], this letter serves as the formal proposal for the settlement and distribution of firm assets.

The following categories of assets have been appraised and categorized for distribution:

- **Physical Assets:** [Office furniture, equipment, and library resources]
- **Financial Assets:** [Operating accounts, savings, and security deposits]
- **Work in Progress (WIP):** [Valuation of unbilled hours and contingency fees]
- **Accounts Receivable:** [Outstanding client invoices]
- **Intangible Assets:** [Firm name, website, and intellectual property]

Proposed Distribution:

Based on the [Partnership Agreement/Dissolution Agreement], the proposed allocation for your share is as follows:

[Insert specific details of assets or monetary compensation to be transferred].

Liabilities and Offsets:

Before final distribution, the following liabilities will be settled from the gross assets: [List debts, leases, or final tax obligations]. Your final distribution will be net of these costs.

Please review the attached schedule of assets. If you agree to this settlement, please sign and return the enclosed copy of this letter by [Insert Date]. If no response is received by that date, we will proceed according to the default provisions of the [State] Uniform Partnership Act.

Sincerely,

[Your Name]
[Title/Managing Partner]
[Law Firm Name]

Acknowledgment and Acceptance:

I, [Partner Name], hereby agree to the asset settlement terms outlined above.

Signature: _____ Date: _____