

[Your Name]
[Your Current Firm]
[Phone Number]
[Email Address]

[Date]

[Recruiting Partner Name]
[Target Firm Name]
[Office Address]
[City, State, Zip Code]

Dear [Mr./Ms./Mx.] [Last Name],

I am writing to formally express my interest in joining [Target Firm Name] as a Partner in the [Practice Area] group in [City]. Currently, I am a Partner at [Current Firm] in [Current City], where my practice focuses on [Brief description of specialty]. Due to [Specific Reason for Relocation: e.g., family reasons/personal ties to the region], I am relocating to [Target City] and am seeking to transition my practice to a premier firm with a strong presence in the market.

My practice currently generates approximately \$[Amount] in annual portable billings, consisting of clients in the [Industry] sectors. I am confident that my existing client base, including [Optional: Name 1-2 Key Clients if appropriate], will transition with me to [Target Firm Name] given the firm's excellent reputation and complementary [Specific Department] capabilities.

I have followed [Target Firm Name]'s growth in [Target City] and am impressed by your firm's commitment to [Specific Firm Attribute or Recent Deal/Case]. I believe my expertise in [Specific Skillset] would provide significant value to your existing clients while allowing me to further expand my book of business on your platform.

I have attached my curriculum vitae and a representative matters list for your review. I would welcome the opportunity to discuss how my transition to [Target Firm Name] can be mutually beneficial. I will be in [Target City] during the week of [Date] and would be available for an introductory meeting.

Thank you for your time and confidential consideration.

Sincerely,

[Your Signature]

[Your Printed Name]