

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

[Date]

[Recruiting Partner or Lateral Hiring Director Name]
[Target Law Firm Name]
[Address]

Re: Lateral Partner Application - Commercial Litigation

Dear [Mr./Ms. Last Name],

I am writing to formally express my interest in joining [Target Law Firm Name] as a Partner in the Commercial Litigation practice group. As a practitioner with [Number] years of experience focusing on [Specific Sub-specialty, e.g., Class Action Defense or Financial Services], I have long admired your firm's reputation for [Specific Firm Strength].

Currently, my practice focuses on representing [Types of Clients] in complex disputes involving [Key Legal Areas]. I manage a portable book of business valued at approximately \$[Amount] in annual billings, with a client base that includes [General description of key clients]. I am confident that my existing portable relationships would benefit from [Target Law Firm]'s platform, particularly your strengths in [Specific Practice Area or Geographic Office].

A transition to your firm would allow me to better serve my clients through your [Global Reach/Trial Reputation/Specific Industry Group]. I am eager to discuss how my expertise and client base align with the strategic growth objectives of your litigation department.

Enclosed please find my professional biography and representative matters list. I am prepared to provide a formal lateral partner questionnaire and detailed business plan upon request. I look forward to the possibility of discussing this opportunity with you.

Sincerely,

[Your Signature]

[Your Printed Name]