

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

[Date]

[Recruiter Name]
[Executive Search Firm Name]
[Address]
[City, State, Zip]

Re: Lateral Partner Opportunity - [Target Law Firm Name or Practice Area]

Dear [Recruiter Name],

I am writing to formally express my interest in exploring a lateral partner transition, specifically regarding opportunities within [Target Law Firm] or similar top-tier firms with a strong presence in [Practice Area]. As a Partner at [Current Firm] with [Number] years of experience, I have developed a robust practice focused on [Specific Legal Specialty].

Currently, my portable book of business is valued at approximately \$[Amount] in annual billings, consisting of a diverse client base in the [Industry Name] sectors. My representative matters include [Briefly Mention 1-2 Major Deal Types or Litigation Wins]. I am seeking a move to a platform that offers [Reason for Move, e.g., a deeper international reach, stronger cross-selling opportunities, or a more competitive compensation structure].

I have attached my professional biography and a summary of my representative matters for your review. I am prepared to provide a detailed Lateral Partner Questionnaire (LPQ) and portable client list upon request and under appropriate confidentiality protocols.

I look forward to discussing how my practice aligns with your current mandates. I am available for a confidential introductory call at your earliest convenience.

Sincerely,

[Your Name]