

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

[Date]

[Name of Recruiting Contact or Managing Partner]  
[Target Law Firm Name]  
[Address]

**RE: Confidential Inquiry Regarding Lateral Partner Opportunity**

Dear [Name],

I am writing to you on a strictly confidential basis to express my interest in exploring a lateral partner transition to [Target Law Firm Name].

Currently, I am a Partner in the [Practice Area] group at [Current Firm], where my practice focuses on [Brief Description of Specialization]. Over the past [Number] years, I have developed a robust book of business with an annual portable production of approximately \$[Amount]. My client base primarily consists of [Types of Clients/Industries], many of whom I believe would benefit significantly from [Target Law Firm Name]'s platform, specifically your strengths in [Specific Practice Area or Geographic Reach].

I have followed [Target Law Firm Name]'s recent growth in [City/Region] and am impressed by the firm's reputation for [Mention a specific firm strength or cultural aspect]. I am seeking a firm that offers a more [Strategic/Collaborative/International] environment to further scale my practice and better serve my clients' evolving needs.

Given the sensitive nature of my current position, I would appreciate the opportunity to speak with you or a designated member of your leadership team via a confidential introductory call. I have attached my professional biography for your initial review; a detailed representative matters list and business plan can be provided upon request and further discussion.

Thank you for your time and for maintaining the confidentiality of this inquiry. I look forward to hearing from you.

Sincerely,

[Your Name]