

[Your Name]  
[Your Title]  
[Your Law Firm/Company]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

## **RE: Summary of Commercial Litigation Experience**

Dear [Recipient Name],

I am writing to provide a detailed overview of my professional experience in commercial litigation. Throughout my career, I have represented various corporate entities and individuals in complex business disputes across state and federal courts.

### **Core Competencies and Case Types:**

- **Breach of Contract:** Extensive experience handling high-stakes contractual disputes, including service agreements, licensing, and vendor disputes.
- **Business Torts:** Proven track record in cases involving fraud, breach of fiduciary duty, and tortious interference with business relationships.
- **Partnership and Shareholder Disputes:** Represented majority and minority owners in corporate dissolutions and derivative actions.
- **Intellectual Property Litigation:** Managed disputes involving trademark infringement, trade secret misappropriation, and non-compete agreements.

### **Litigation Phase Experience:**

- **Pre-Litigation:** Conducting risk assessments, drafting demand letters, and negotiating settlements to avoid formal proceedings.
- **Discovery and Motion Practice:** Expertise in managing large-scale e-discovery, taking and defending depositions, and drafting dispositive motions such as Summary Judgments.
- **Trial and Arbitration:** Served as [Lead/Co-Counsel] in numerous bench and jury trials, as well as private arbitration forums (AAA/JAMS).
- **Appellate Practice:** Experience drafting appellate briefs and delivering oral arguments before court panels.

**Notable Achievements:**

[Insert a specific example of a successful outcome or a significant settlement reached].

I am confident that my background in navigating the complexities of commercial law allows me to provide high-level strategic counsel. Please let me know if you require further documentation or specific case references.

Sincerely,

[Your Signature]

[Your Printed Name]