

[Your Law Firm's Letterhead]

[Date]

[Partner's Name]

[Partner's Address]

[City, State, Zip Code]

Subject: Notice of [Subject of the Letter]

Dear [Partner's Name],

I hope this letter finds you well.

[Insert the body of the letter, detailing the purpose or issue at hand, including any necessary legal references, actions to be taken, or concerns regarding the partnership.]

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further discussion regarding this matter.

Thank you for your prompt attention to this issue.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Law Firm's Name]

[Your Law Firm's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]