

Serious Legal Representation Request

Subject: Request for Proposal - Corporate Legal Services

Dear [Law Firm],

Our corporation requires comprehensive legal representation for an upcoming merger and acquisition transaction valued at approximately \$50 million.

Legal Services Required:

- Due diligence review and analysis
- Contract negotiation and drafting
- Regulatory compliance assessment
- Employment law consultation
- Intellectual property protection
- Risk assessment and mitigation strategies
- Transaction structuring and documentation

The transaction involves complex international elements and requires expertise in both domestic and European Union regulations. We anticipate the process will take 8-12 months from initiation to closing.

Proposal Must Include:

- Attorney biographies and relevant experience
- Fee structure and billing practices
- Conflict of interest disclosure
- Timeline and milestone projections
- Client references for similar transactions
- Estimated total legal costs

This matter requires the highest level of confidentiality and professionalism. All communications must be treated as privileged and confidential.

Proposals are due by [Date] at 12:00 PM. We will conduct interviews with selected firms during the

week of [Date].

Respectfully,

[Your Name]

[General Counsel]

[Corporation Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/request-for-quotation-or-proposal-letter>