

221-B, Baker Street

London

Pin code

(Sender's address)

May 15, 2021 (Date)

Honourable Judge,

Sessions Court

London

PIN Code

(Receiver's address)

Sir/ Madam,

I am writing this letter for my dear colleague, Mr Smith. He has been working with me for the past 5 years. I can say this without any speck of doubt that he is one of the sincerest people that our organization has ever seen.

He has always been punctual and has a nose for news. His acumen is unparalleled. Even in his personal life, he has always been a gentleman. His behaviour towards his fellow workers is not only appropriate but also, uplifting.

He graduated from Columbia University with a distinction. I can assure you of this sincerity and honesty.

I would request you to please consider him for the judicial appointment.

Yours Sincerely,

XYZ

(Your Name and Signature)