

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,

Through this letter, I would like to bring to your notice, my assistant for the past eight years. Mr Smith has always been a punctual and an honest employee of our organization. It is almost rare to find people like him today.

He graduated from Yale in 2010. He was also the president of the debate society at his university. You will see that clarity in his speech, the first time you meet him. He was always the person who stood out in the crowd.

Coming to his legal acumen, he has worked with me in some of the most high-profile cases. His sharpness and curiosity make him a very competitive colleague. I am sure you would want your employees to be competitive.

I am attaching some of his best arguments with this letter. Please read them and take my word for his capability.

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

Yours Sincerely,

XYZ

(Your Name and Signature)