

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 colleague for the past six years. Mrs Smith has been one of the oldest members of our company. Not only that, but she has also been one of the most proficient workers.

She graduated from Oxford University in 2012. She was also the president of the literature society at her university. Her love for literature can often be seen in her writing. Often, we would find her reading a good classic novel during our lunch break. She is one of the best persons to draft and edit the letters in the organization. Years of experience has made her really good at it.

As far as her legal acumen is concerned, she has worked with me in some of the most high-profile cases. It is as if her gut feeling is correct almost every time. She really knows how to dig deep and find answers to the questions. I am sure we all need a curious employee.

I am attaching some letters drafted by her, with the letter. I request you to please consider her for the judicial appointment.

Yours Sincerely,

XYZ

(Your Name and Signature)