

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,

Mr David has always been the first one to show the eagerness to solve a problem in our organization. He is known as the 'go-to' man in our organization because he knows how to solve problems.

He has always had a bright academic career. Not only that, he has always been very active in sports too. He is a stern believer in the fact that a healthy mind resides in a healthy body.

Talking about his legal acumen, he has worked with me on some of the most high-profile cases. He is a perfectionist and wants his work to be completed in time. This is a very important quality of a person, in my opinion.

I am attaching his academic record with the letter. Please go through it and take my word about his capability.

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

Yours Sincerely,

XYZ

(Your Name and Signature)