

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 to assure you that Ms Ama has always been one of the brightest people in our organization. She has a special quality of looking beyond the obvious when it comes to law.

She graduated from New York University in 2015. For a person, this young to have such an impressive mindset is really a big thing. She has an eye for detail. She has never shown any kind of reluctance while working on any case with us.

Her drafting skills are excellent. She has filed a number of petitions in the court and I will attach some of them as a reference, with the letter.

Please read them. I assure you that she would be a valuable addition to your organization.

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

Yours Sincerely,

XYZ

(Your Name and Signature)