

City and date

(To whom the letter is addressed)

Address

E-mail address

Dear Ms. \_\_\_\_\_:

Our paralegal, \_\_\_\_\_, has asked me to write a letter of recommendation on your behalf, and I am pleased to do so. Since I have known you as an associate several years ago, you have demonstrated exceptional dedication and ability.

After only six months with us, he has been promoted to \_\_\_\_\_ and is working diligently within a team of 5 other attorneys and trainees, showing excellent leadership and skills.

I understand that Mr. \_\_\_\_\_ has some issues regarding his legalization in the country and that is why he has asked me to recommend him. Without a doubt I recognize that he is an honest, responsible person and always follows the laws to the letter.

I highly recommend Mr. \_\_\_\_\_. Contact me if you have some questions.

Sincerely,

First and last name \_\_\_\_\_

Mail \_\_\_\_\_

Phone \_\_\_\_\_