

Letter of Affirmation for Legal Research Assistant Recommendation

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Title]
[Recipient Institution/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to affirm my strong recommendation for [Candidate's Name] as a Legal Research Assistant. Having worked closely with [Candidate's Name] during [specific context, e.g., an internship, project, etc.], I have observed their exceptional skills in legal research and analysis.

[Candidate's Name] has demonstrated an impressive ability to navigate complex legal resources and synthesize information effectively. They consistently display attention to detail and a commitment to producing high-quality work, which I believe would be invaluable in any legal environment.

In addition to their technical skills, [Candidate's Name] possesses excellent communication abilities. They are effective in presenting their research findings clearly and concisely, both in written and verbal formats. Their collaborative spirit and professionalism make them a pleasure to work with.

I wholeheartedly endorse [Candidate's Name] for the position of Legal Research Assistant and am confident that they will make a significant contribution to your team. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Name]
[Your Title/Position]