

Follow-Up Letter for Legal Clerical Support Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Hiring Manager

[Law Firm/Company Name]

[Company Address]

[City, State, Zip Code]

Dear Hiring Manager,

I hope this message finds you well. I am writing to follow up on my application for the Legal Clerical Support position that I submitted on [Insert Submission Date]. I am very enthusiastic about the opportunity to contribute to [Law Firm/Company Name] and would like to inquire about the status of my application.

With my relevant skills and experience in legal systems and office administration, I am eager to bring my expertise to your esteemed firm. I am particularly drawn to this position because [insert a brief reason related to the firm or position].

Thank you for considering my application. I look forward to the possibility of discussing my application further. Please let me know if you require any additional information.

Sincerely,

[Your Name]