

Inquiry for Legal Support Assistant Position

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inquire about potential job openings for a Legal Support Assistant at [Company Name]. With my background in legal studies and my relevant experience, I am very interested in exploring opportunities within your organization.

I have recently completed [mention any relevant degree or certification], and I possess skills in [list relevant skills or software proficiency]. I am eager to contribute my knowledge and support your legal team in [mention specific goals or tasks related to the position].

If there are any current or upcoming vacancies, I would appreciate any information regarding the application process or eligibility criteria. I have attached my resume for your review.

Thank you for considering my inquiry. I look forward to the opportunity to discuss my application further.

Sincerely,
[Your Name]