

Follow-Up Letter for Legal Secretary Application

John Doe
123 Main Street
City, State, Zip Code
Email: johndoe@email.com
Phone: (123) 456-7890
Date: [Insert Date]

[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to follow up on my application for the Legal Secretary position that I submitted on [Insert Date of Application]. I am very enthusiastic about the opportunity to join [Company's Name] and contribute to your team.

My background in legal administration and strong organizational skills make me a suitable candidate for this role. I am eager to bring my expertise in managing legal documents and providing administrative support to your esteemed firm.

I would greatly appreciate any updates regarding my application status. Thank you for considering my application, and I look forward to the possibility of discussing my candidacy further.

Warm regards,
John Doe