

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to request a letter of recommendation for the legal secretary position I am applying for at [Company Name]. Given our time working together at [Previous Company/Organization Name], I believe you could provide valuable insights into my skills and work ethic.

During my time as [Your Position] at [Previous Company/Organization Name], I had the opportunity to [briefly describe relevant responsibilities or accomplishments]. I am confident that my experience aligns well with the requirements of the legal secretary role.

If you would be willing to support my application in this manner, I would greatly appreciate it. I am happy to provide any additional information you might need to assist in writing the letter.

Thank you very much for considering my request. I look forward to your positive response.

Best regards,

[Your Name]