

Name of Writer
Title of Writer
Company or Law Firm of Writer
Address of Writer
City, State, Zip Code

DATE

Name of Recipient
Title of Recipient
Company or Law Firm of Recipient
Address of Recipient
City, State, Zip Code

Dear Name of Recipient:

This letter is a formal recommendation for Name of Candidate for the position of lawyer in your firm. Name of Candidate worked in my firm for seven years and during that time was an exemplary lawyer. She is leaving my firm because her husband has been transferred to Your City, and she plans to move with him.

I am very sorry to let her go, but I understand why she wants to keep her family together as she has two young children. She would like to continue working in the legal industry and I offered to recommend her to your firm.

Name of Candidate has a strong eye for detail and this has served our firm on several occasions. She remains calm in and out of the courtroom, which is appreciated by our clients. She has won a large majority of her cases, mainly because she is extremely thorough in her due diligence and outshines the prosecution.

Name of Candidate has a strong sense of community and has taken at least two pro bono cases each year to help people who would have otherwise not been able to afford legal counsel. She served as pro bono legal counsel for a group of people who did not want to be forced out of their homes to make way for a parking lot for the nearby mall. She won the case.

Everyone at the firm is sorry to see her go. She uses her many talents for the benefit of the clients and the firm. I believe Name of Candidate will make a valuable member of your team, and I heartily recommend that you give her a chance. I can be reached at Phone Number or at Email Address if you have any questions or would like more details about her character and conduct. I have also enclosed my business card.

Sincerely,
Signature of Writer
Printed Name of Writer