TO

**[Receiver Name]**

[Receiver Title]

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

Sub: School Recommendation Letter

Dear **[NAME]**

I am writing to recommend **[NAME]** Doe for admission to your law program. I am a partner at Law Firm and have had the pleasure of supervising **[NAME]** during his one-year internship at my office. I have been an Attorney at Law for sixteen years, and of all the interns I have had the pleasure of working with, **[NAME]** stands out as being exemplary and I am confident that he will one day be an outstanding lawyer.

**[NAME]** is an intelligent and hardworking individual with a strong interest in the law. He has excellent research and writing skills and was able to handle complex legal research projects with ease. Early on in his internship, I was blown away by **[NAME]**’s eagerness to learn and assist with projects at the firm. Wherever possible, I had [Name] conduct research and write for me. **[NAME]** is insightful and isn’t afraid to ask all the right questions. He is also disciplined and able to work independently and produce impressive materials. **[NAME]** heavily researched imperative information for a successful defence case of mine, and I feel he has been the most valuable, sharp, and reliable intern I’ve ever worked with. Any mediation statements written by **[NAME]** were error-free and adequate—if not exceptional—which is impressive for an undergrad.

Even when faced with a personal tragedy (resulting in a brief gap in his employment history with us) **[NAME]**  preserved and returned eager to learn and work with extreme diligence. **[NAME]**  routinely exhibited the ability to deeply focus when deconstructing case studies and offered unique perspectives whenever he felt inclined. I always appreciated his input and was often floored by his insight. When brought to hearings or client meetings, **[NAME]**  listened intently; I know this because he would be able to recite even the smallest details back to me days later and would always ask deeply profound and useful questions. Sometimes, he thought of things I only wish I had! Overall, **[NAME]** exceeds the expectations of all members of my firm.

He is wildly intelligent, and is innately curious, organized, and approachable. He is friendly and understands what to say—and when to say it—in every conversation and can also work efficiently when left to conduct his own research. I firmly believe that he would be an asset to your law school community and that he will one day be an exceptional Lawyer.

Sincerely,