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 excited to write this letter of recommendation for **[NAME]**  as she applies to law school at your esteemed college.

I’m a legal Director and paralegal supervisor at any paralegal center.

I have had close contact with Alisa as a paralegal supervisor in three years of her employment and I am privileged to be able to call her my team-mate.

Jane is the most hardworking Junior paralegal student I’ve ever worked with, and possibly the most intelligent that I’ve encountered in my 10 years here at our organization.

Jane is a phenomenally gifted communicator and writer. In the first year of her employment, she was able to write a very good article on the challenges of the American legal system. Her article attracted our attention and was published on our website which received massive positive reviews and was termed to be the best article that reveals the true challenges of the American legal system.

Jane is also a well-respected individual in our organization by her ability to abide by all professional and organizational ethics.

What separates Jane from other paralegals in our organization is her maturity. She is trustworthy and always speaks with confidence and conviction. This is primarily why she could archive to be ‘the best employee of the year’ during the first year of her service.

I recommend her without skepticism for a position in your incoming class of law students.

Please feel free to contact me if you need further information about **[NAME]**.

Sincerely,