

[Your Full Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Hiring Manager Name]  
[Law Firm Name]  
[Practice Group: Estate Planning/Probate]  
[Street Address]  
[City, State, Zip Code]

**RE: ESTATE PLANNING LEGAL ASSISTANT APPLICATION - [YOUR NAME]**

Dear [Mr./Ms./Mx. Last Name],

Please accept this formal application for the Estate Planning Legal Assistant position at [Law Firm Name], as advertised via [Source]. With a background in [Number] years of legal administrative support and a specific interest in private client services, I am eager to contribute to your firm's reputation for meticulous estate management and client care.

In my previous experience at [Current or Previous Firm], I developed proficiency in drafting foundational testamentary documents, including Last Wills and Testaments, Durable Powers of Attorney, and Revocable Living Trusts. I am highly skilled in managing the lifecycle of estate files, from initial client intake and asset verification to the formal execution of documents. My approach centers on extreme attention to detail and maintaining the highest level of confidentiality when handling sensitive family and financial data.

Beyond technical drafting, I understand that estate planning requires a unique level of empathy and professionalism. I am experienced in communicating with high-net-worth clients and grieving family members, ensuring that all procedural requirements-including probate filings and trust funding-are handled with both efficiency and tact. I am also proficient in [List Software, e.g., Clio, WealthCounsel, or HotDocs] and court e-filing systems.

I am impressed by [Law Firm Name]'s commitment to [mention a specific firm value or practice area, e.g., complex tax planning or elder law]. I am confident that my organizational skills and specialized knowledge of probate procedures would make me a valuable asset to your legal team.

Thank you for your time and consideration of my professional qualifications. I look forward to the possibility of discussing how my experience aligns with the needs of your estate planning practice.

Sincerely,

[Your Signature (if sending by mail)]  
[Your Printed Name]