

**[YOUR FULL NAME]**  
[PHONE NUMBER] | [EMAIL ADDRESS]  
[LINKEDIN PROFILE URL] | [CITY, STATE]

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[Date]

[Hiring Manager Name]  
[Law Firm Name]  
[Firm Address]  
[City, State, Zip Code]

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

I am writing to express my interest in the Estate Planning Legal Assistant position at [Law Firm Name], as advertised on [Platform/Source]. With a strong background in trust and estate administration, probate filings, and client relationship management, I am eager to contribute to the professional standard of your firm's private client services.

During my tenure at [Previous Law Firm/Company], I specialized in the preparation of foundational estate documents, including Wills, Revocable Living Trusts, Powers of Attorney, and Advance Healthcare Directives. I am highly proficient in [Software, e.g., WealthCounsel/Clio] and possess a meticulous eye for detail essential for asset retitling and beneficiary designation oversight. My experience ensures that the transition of sensitive client data into formal legal structures is handled with both technical precision and absolute confidentiality.

Beyond technical documentation, I pride myself on my ability to provide compassionate support to clients during the probate and trust settlement processes. I understand that estate planning is as much about human connection as it is about legal accuracy. I am confident that my ability to streamline office workflows and manage complex signing schedules will allow your attorneys to focus more effectively on high-level legal strategy.

I am eager to bring my organizational expertise to [Law Firm Name] and help maintain the high level of service your clients expect. Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with your firm's needs.

Sincerely,

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