

[Your Name]
[Current City, State, Zip Code]
[Your Phone Number]
[Your Email Address]
[LinkedIn Profile URL]

[Date]

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

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

I am writing to formally express my interest in the Legal Firm Administrator position at [Law Firm Name], as advertised on [Platform where you saw the ad]. Currently based in [Current City], I am in the process of relocating to [Target City] and will be available to begin work on [Date].

With [Number] years of experience managing the operations of mid-to-large scale law firms, I possess a deep understanding of legal practice management, financial oversight, and human resources. In my previous role at [Previous Firm Name], I successfully streamlined case management workflows, reduced overhead costs by [Percentage]%, and oversaw the implementation of [Specific Software/Technology].

My relocation to [Target City] is motivated by [Personal reason such as family/long-term commitment to the area], and I am eager to bring my expertise in billing compliance, vendor management, and staff supervision to a prestigious firm like [Law Firm Name]. I am already familiar with [State] local court rules and am committed to a seamless transition into your administrative team.

I have attached my resume for your review and would welcome the opportunity to discuss via video call or phone how my background aligns with your firm's goals. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]