

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

[Date]

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

Re: Associate Attorney Position - [Reference Number, if applicable]

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

I am writing to formally express my interest in the Associate Attorney position at [Law Firm Name]. As an experienced attorney currently practicing [Current Practice Area] at [Current Firm Name] in [Current City], I am planning a permanent relocation to [New City] in [Month, Year] and am eager to transition my practice to a boutique firm known for its expertise in [Specific Practice Area].

Throughout my [Number] years of practice, I have developed a sophisticated skill set that aligns with [Law Firm Name]'s reputation for high-stakes, specialized representation. My background includes [mention 2-3 specific achievements, e.g., managing complex commercial litigation, drafting intricate transactional documents, or lead trial experience]. Working within a boutique environment has taught me the importance of being both a versatile legal strategist and a dedicated client advocate who thrives without the layers of a large corporate firm.

I am particularly drawn to [Law Firm Name] because of your recent work in [mention a specific case, deal, or firm specialty]. I am confident that my ability to provide high-level legal analysis while maintaining lean, efficient project management will make me an immediate asset to your team.

Regarding my relocation, I have already [mention steps taken, e.g., registered for the upcoming state bar exam / submitted my motion for admission / secured housing] and am fully committed to establishing my long-term career in [New City]. I am available for interviews via video conference or can travel to [New City] with short notice for an in-person meeting.

Thank you for your time and for considering my application. I have attached my resume and [other requested documents, e.g., writing sample/deal sheet] for your review.

Sincerely,

[Your Signature]

[Your Printed Name]