

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Partner Name or Recruiting Director Name]
[Law Firm Name]
[Law Firm Address]

Re: Lateral Associate Inquiry - [Your Practice Area]

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

I am writing to express my strong interest in joining the [Practice Area Group Name] at [Law Firm Name]. As an associate currently practicing at [Current Firm Name] with [Number] years of experience in [Specific Practice Area], I have long admired [Law Firm Name]'s reputation for [mention a specific strength, e.g., complex commercial litigation/cross-border M&A/intellectual property protection].

In my current role, I have developed extensive experience in [Key Skill 1], [Key Skill 2], and [Key Skill 3]. My background includes [mention 1-2 significant achievements, e.g., managing discovery in multi-district litigation, drafting primary documents for middle-market acquisitions, or representing clients in regulatory hearings]. Having handled [mention type of clients or matters], I am prepared to contribute immediately to your team's ongoing matters.

While I am not currently responding to a specific job posting, I am eager to transition my practice to a firm that offers [mention something the firm is known for, e.g., a more robust international platform or a specialized focus on life sciences]. I believe my technical skills and commitment to client service align well with the standards of [Law Firm Name].

I have attached my resume and [mention other documents, e.g., deal sheet/writing sample] for your review. I would welcome the opportunity to speak with you or a member of the [Practice Area] team regarding how my experience could benefit your firm.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]