

LAWMENTO

Free Resource Series

Legal Internship Email Templates

How to Apply & Follow Up — The Right Way

8 Ready-to-Use Templates for Law Students

Cold Applications | Referral Emails | Follow-Ups | Thank You Notes | Rejections

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Why Your Email is Your First Impression

In the legal world, how you write is as important as what you write. Recruiters at law firms, chambers, and courts receive dozens of internship requests — many of which are ignored within seconds. A well-crafted email signals professionalism, research, and genuine intent. A poor one closes the door before it opens.

This LawMento guide gives you 8 battle-tested templates for every stage of the internship journey — from cold outreach to gracefully handling rejections.

Before You Write Any Email

Customise every template before sending. Replace all [PLACEHOLDERS] with accurate, specific information. Generic emails are spotted immediately and discarded.

- Research the firm/chamber before writing — mention a specific case, practice area, or lawyer.
- Use a professional email ID (firstname.lastname@... not nicknames).
- Keep your subject line specific — never just 'Internship Application'.
- Attach your CV as a PDF (not Word) unless stated otherwise.
- Proofread twice. Then once more.

A NOTE ON PLACEHOLDERS

Every [] in the templates below must be replaced before sending. Sending a template with visible placeholders is a common mistake that immediately marks you as careless.

Template 01 Cold Application Email

Applying to a firm or chamber where you have no contact or referral

WHEN TO USE:

You are reaching out to a law firm, advocate's chamber, legal department, or NGO where you have no prior connection and are applying for an internship on your own initiative.

Subject Line Options

- Internship Application — [Your Name] | [Law School], [Year]
- Application for Legal Internship — [Month/Period] | [Your Name]
- [Practice Area] Internship Interest — [Your Name], [Law School]

Email Template

Subject: Internship Application — [Your Full Name] | [Law School], [Year of Study]

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

I am [Your Full Name], a [Year, e.g., 3rd year] student at [Law School Name], pursuing [Degree, e.g., B.A. LL.B. (Hons.)]. I am writing to express my keen interest in interning with [Firm/Chamber Name] during [Month/Period, e.g., May–June 2025].

I have been following [Firm/Chamber Name]'s work closely, particularly your practice in [specific area, e.g., constitutional litigation / corporate law / arbitration]. [Add one specific observation, e.g., 'Your representation in the recent Xyz matter before the High Court reflects an approach to public interest law that I deeply admire.']

Over the past [X semesters/years], I have developed strong foundations in [mention 2–3 relevant areas or skills, e.g., legal research, contract drafting, and moot court advocacy]. I am particularly interested in [specific area of the firm's work] and believe this internship will allow me to contribute meaningfully while learning from your team.

I have attached my CV and, if helpful, a short writing sample for your reference. I would be grateful for any opportunity to intern with you, even for a brief period, and am flexible regarding start dates.

Thank you for your time and consideration. I look forward to hearing from you.

Warm regards,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile Number] | [Email Address]
[LinkedIn / Portfolio URL, if applicable]

PRO TIPS

Mention a specific case, article, or work product of the person you're emailing — it shows research.

Keep the email to 4 short paragraphs. Busy lawyers do not read long emails from strangers.

Send between Tuesday–Thursday, 9–11 AM for best open rates.

Attach your CV with the filename: FirstName_LastName_CV.pdf

Template 02 Referral / Introduction Email

When someone you know is connecting you to a lawyer or firm

WHEN TO USE:

A senior, professor, alumni, or professional has offered to introduce you — or you are cold emailing after mentioning a mutual connection.

Email Template

Subject: Introduction — [Your Name] Internship Inquiry | Referred by [Referrer's Name]

Dear [Mr./Ms. Last Name],

[Referrer's Full Name], [their designation, e.g., Senior Associate at XYZ Firm / Professor of Constitutional Law at ABC University], kindly suggested I reach out to you regarding an internship opportunity.

I am [Your Name], a [Year] student at [Law School]. [Referrer's name] spoke highly of your work in [specific area] and encouraged me to write to you directly. [Add 1–2 lines on why you are specifically interested in this person's work — do not skip this.]

I am available to intern during [Period] and am flexible with timings. I have attached my CV for your review. I would be truly grateful for the opportunity to learn from you.

Thank you for your time.

Warm regards,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile] | [Email]

PRO TIPS

Always ask your referrer's permission before using their name.

Loop in your referrer in CC only if they have explicitly offered to introduce you.

Keep this email shorter than a cold email — the connection does some of the trust-building for you.

Template 03 High Court / District Court Judge's Chamber

Applying to intern with a Judge — requires extra formality

WHEN TO USE:

You are writing to a Judge's Personal Assistant, Registrar, or directly to the chamber for a judicial internship — typically for High Court or Supreme Court.

IMPORTANT

For judicial internships, many courts have official portals (e.g., Supreme Court's intern portal, respective High Courts). Always check for official processes before sending direct emails. This template is for direct chamber outreach where no formal portal exists.

Email Template

Subject: Application for Judicial Internship — [Your Name] | [Law School] | [Period]

To,
The Personal Assistant to
Hon'ble Justice [Full Name]
[Name of High Court / Supreme Court of India]

Dear Sir/Madam,

I, [Your Full Name], am a [Year] student pursuing [Degree] at [Law School Name] (Bar Council Enrolment No. / University Roll No.: [if applicable]). I humbly submit this application seeking the privilege of interning in the chamber of Hon'ble Justice [Name] during [Period].

I have a keen interest in [constitutional law / criminal law / civil procedure — match the judge's known area of expertise] and have followed several of His/Her Lordship's/Ladyship's notable judgements, including [mention one specific judgment if possible]. I am eager to learn legal research, drafting, and courtroom procedure under such eminent guidance.

I am a disciplined, detail-oriented student with a CGPA of [X.X/10] and experience in [moot courts/legal aid/journal work]. I enclose herewith my CV, a letter of recommendation from [Professor/Dean's Name], and my academic transcripts for your kind perusal.

I earnestly request you to place this application before Hon'ble Justice [Name] and await your kind response at your convenience.

Respectfully yours,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile] | [Email]

PRO TIPS

- Use formal language throughout — avoid contractions ('I am' not 'I'm').
- Attach a recommendation letter from a professor if possible — it substantially improves chances.
- Address the PA/Registrar, not the Judge directly in the email.
- Check the court's official website for any prescribed application format.

Template 04 First Follow-Up Email

When there has been no reply after 7–10 days

WHEN TO USE:

You sent an application 7–10 days ago and have not received any acknowledgement. A single, polite follow-up is appropriate.

Email Template

Subject: Follow-Up: Internship Application — [Your Name] | [Original Date]

Dear [Mr./Ms. Last Name],

I hope this email finds you well. I am writing to follow up on my internship application sent on [Date]. I understand you have a demanding schedule and appreciate your time.

I remain very interested in the opportunity to intern with [Firm/Chamber Name] and would be happy to provide any additional information — updated CV, writing sample, or references — if that would be helpful.

I look forward to any update at your convenience.

Thank you once again for your consideration.

Warm regards,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile] | [Email]

PRO TIPS

- Only follow up ONCE unless there is a genuine reason for a second nudge.
- Do not mention how many times you've emailed or how long you've waited in a frustrated tone.
- Keep the follow-up to 3–4 short lines — do not repeat your full application.
- You may reply to the original thread rather than starting a new email.

Template 05 Second Follow-Up / Final Nudge

One last attempt after 5–7 more days of silence

WHEN TO USE:

Your first follow-up was also ignored. You may send one final, brief message — after this, let it go gracefully.

Email Template

Subject: Re: Internship Application — [Your Name] (Final Follow-Up)

Dear [Mr./Ms. Last Name],

I hope I am not being an inconvenience. I am writing one final time regarding my internship application dated [Original Date].

I fully understand if the timing does not work or if there is no availability — I would simply appreciate a brief note either way so I may plan accordingly. I continue to hold [Firm/Chamber Name] in high regard and hope to have the opportunity to work with you in the future.

Thank you for your time.

Regards,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile] | [Email]

PRO TIPS

This email closes the loop with grace — the tone should convey confidence, not desperation. After this email, if there is no reply, accept it and move on. Do not send a third follow-up. A graceful exit leaves the door open for future opportunities.

Template 06 Thank You Email After an Interview / Call

Sent within 24 hours of a conversation or interview

WHEN TO USE:

A partner, associate, or recruiter spoke to you on a call or met you in person. Always send a thank-you within 24 hours.

Email Template

Subject: Thank You — [Your Name] | Conversation on [Date]

Dear [Mr./Ms. Last Name],

Thank you for taking the time to speak with me [today/on Date]. I genuinely enjoyed our conversation about [specific topic discussed — e.g., 'your firm's approach to cross-border arbitration' or 'your experience litigating in the Delhi High Court'].

[Add one sentence referencing something specific you learned or found particularly insightful — this shows you were engaged and listening.]

I am even more enthusiastic about the opportunity to intern with [Firm/Chamber Name] after our conversation. Please let me know if you need any additional information from my side. I look forward to the next steps.

Thank you again for your time and guidance.

Warm regards,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile] | [Email]

PRO TIPS

Reference something specific from the conversation — it makes the email memorable.

Send within 12–24 hours. After 48 hours, the moment has passed.

Keep it warm but not gushing. Two to three short paragraphs is ideal.

Template 07 Internship Confirmation / Acceptance Email

After you receive an offer and wish to confirm

WHEN TO USE:

You have received an internship offer (verbal or written) and need to formally confirm your acceptance.

Email Template

Subject: Internship Confirmation — [Your Name] | [Start Date – End Date]

Dear [Mr./Ms. Last Name],

Thank you for offering me the opportunity to intern with [Firm/Chamber Name] from [Start Date] to [End Date]. I am delighted to accept and look forward to contributing to your team.

Could you kindly let me know if there is anything I should prepare in advance — reading materials, specific research, or documents to bring on the first day? I want to make the most of this experience from day one.

I will be reporting to [office address / name of person] at [time] on [start date] as discussed. Please do let me know if any details change.

Thank you once again. I am genuinely excited about this opportunity.

Warm regards,
[Your Full Name]
[Law School] | [Year & Programme]
[Mobile] | [Email]

Template 08 Responding to a Rejection

Turning a 'no' into a future opportunity

WHEN TO USE:

You have received a rejection — or have been told there are no vacancies. Most students ignore this email. Do not be most students.

WHY THIS MATTERS

A gracious rejection response is remembered. It has directly led to internship offers when spots opened up later. It costs nothing to be professional — and the legal world is very small.

Email Template

Subject: Re: Internship Application — [Your Name]

Dear [Mr./Ms. Last Name],

Thank you for taking the time to respond and for considering my application. I completely understand, and I appreciate the courteous response.

I continue to have great regard for the work at [Firm/Chamber Name] and would welcome the opportunity to be considered again in the future should a vacancy arise. If it is not too much to ask, I would be grateful for any brief feedback that might help me strengthen my profile.

Thank you again for your time. I hope our paths cross in the future.

Warm regards,
 [Your Full Name]
 [Law School] | [Year & Programme]
 [Mobile] | [Email]

PRO TIPS

Never express disappointment or push back in a rejection response.

Asking politely for feedback shows maturity — even if they don't respond, it makes a positive impression.

Some of the best internships come from following up on an earlier rejection. Keep the door open.

Master Dos & Don'ts

DO

Use a professional email address (firstname.lastname@...)
 Research the person/firm before writing
 Customise every single email you send
 Keep subject lines specific and clear
 Attach CV as PDF named 'FirstName_LastName_CV.pdf'
 Proofread carefully — typos in a legal email are fatal
 Follow up once, politely, after 7–10 days
 Respond gracefully to rejections
 Confirm internship acceptance in writing

DON'T

Use a casual or nickname-based email ID
 Send the same generic email to everyone
 Use 'To Whom It May Concern' when a name is available
 Write long, paragraph-heavy emails to busy lawyers
 Follow up more than twice for the same application
 Express desperation or frustration in any email
 Attach CV in Word format unless specifically asked
 Forget to replace [PLACEHOLDERS] before sending

Send thank-you notes within 24 hours of any call/meeting

Send emails late at night or on weekends without reason
CC multiple people without good reason

Quick Reference: Email Timing Guide

Email Type	When to Send	Notes
Cold Application	6–8 weeks before desired start	Earlier = better chances
Referral Email	As soon as referrer gives permission	Strike while warm
First Follow-Up	7–10 days after no reply	Reply to original thread
Second Follow-Up	5–7 days after first follow-up	Brief, graceful, final
Thank You (post-call)	Within 24 hours	Never skip this step
Acceptance Email	Within 48 hours of offer	Confirm all logistics
Rejection Response	Within 48 hours of receiving rejection	Short, warm, professional

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