

Seraphine Seyram Samlafo,
Wyoming Street,
House No. M310/2,
Madina, Accra.
5th August, 2026.

The Managing Partner,
Fitch Attorneys,
16 Dei Street,
East Legon, Accra, Ghana.

Dear Sir/ Madam,

Re: Application for pupillage.

I am writing to express my strong interest in joining Fitch Attorneys as a pupil. I am currently a Part 2 student at the Ghana School of law and hold a first-class bachelor of laws degree from the University of Ghana. I am eager to begin my legal career in a firm renowned for its excellence, professionalism and commitment to the highest standards of legal practice where I can develop into an excellent legal practitioner.

My legal education coupled with my internship experience has equipped me with a solid grounding in the law and practical skills that I am confident will enable me to contribute meaningfully to your team. During my internships, I was exposed to a variety of legal matters spanning civil litigation, family matters, land disputes and commercial transactions. I conducted legal research, drafted affidavits, agreements, witness statements and other legal documents under the supervision of experienced practitioners.

I am naturally curious and enjoy analysing complex legal issues. I approach every assignment with diligence, a strong sense of responsibility and a genuine desire to produce work of the highest standard. Beyond my legal skills, I am able to work well both independently and in collaborative environments. I welcome constructive feedback and view it as an essential part of professional growth. I am confident that my work ethics and commitment to excellence would enable me to make a positive contribution to your firm while continuing to grow under the guidance of experienced practitioners.

I would be honoured to be considered for an opportunity to join your team. I have enclosed my curriculum vitae for your consideration and would welcome the opportunity to discuss how my skills and ethics align with the needs of your firm.

Thank you for your time and consideration.

Yours Sincerely,
Seraphine Seyram Samlafo.