

[Your Name]  
[Your Current Address]  
[Your Phone Number]  
[Your Email Address]

[Date]

[Hiring Partner/Recruiting Manager Name]  
[Law Firm Name]  
[Law Firm Address]

Re: Deferral Request for [Your Name] - Incoming Associate [Year]

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

I am writing to formally request a one-year deferral of my start date as an associate at [Law Firm Name]. I have recently been offered a federal judicial clerkship with the Honorable [Judge's Name] of the [Court Name, e.g., United States District Court for the Southern District of New York] for the [Year]-[Year] term.

I remain deeply committed to joining [Law Firm Name] and am eager to begin my career with your [Specific Practice Group, if applicable] group. I believe that the rigorous experience of researching, drafting opinions, and observing courtroom proceedings at the federal level will provide me with invaluable skills that will allow me to contribute more effectively to the firm upon my return.

Subject to your approval, I look forward to joining the firm in [Month/Year] following the completion of my clerkship. I would appreciate the opportunity to discuss how this deferral affects my status, including any applicable clerkship bonuses or seniority credit.

Thank you for your time and for your continued support of my professional development. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]