

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

[Date]

The Honorable [Judge's Full Name]
United States District Judge/Circuit Judge
[United States District/Circuit Court for the District of...]
[Court Address]
[City, State, Zip Code]

Dear Judge [Last Name]:

I am writing to formally apply for a judicial clerkship for the [Year-Year] term. I am currently a [Year] student at [Law School Name] and have accepted an offer to join [Law Firm Name] as an Associate in their [Practice Area] group following graduation. However, with the firm's support, I am seeking to defer my start date to gain the invaluable experience and perspective that only a federal clerkship provides.

During my time at [Law School Name], I have focused on honing my legal research and writing skills. As a member of the [Law Review/Journal Name], I [mention specific responsibility, e.g., edited complex manuscripts and authored a note on...]. Additionally, my experience as a [Research Assistant/Intern] for [Professor/Organization] allowed me to analyze intricate questions of [Type of Law] and draft memoranda that required rigorous attention to detail and neutral evaluation of the law.

I am particularly interested in clerking for Your Honor because of [mention a specific reason, such as the Judge's reputation, a specific recent opinion, or the court's jurisdiction]. My experience working at [Law Firm Name] as a summer associate provided me with a practical understanding of litigation strategy, but I am eager to transition to the "other side of the bench" to assist the Court in the fair and efficient administration of justice.

Enclosed please find my resume, law school transcript, writing sample, and list of references. Thank you for your time and for your consideration of my application. I look forward to the possibility of discussing my qualifications with you.

Respectfully submitted,

[Your Signature]

[Your Printed Name]