

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

[Date]

[Director Name]
Civil Litigation Clinic
[Law School Name]
[City, State, Zip Code]

Dear [Director Name/Selection Committee],

I am writing to express my strong interest in participating in the Civil Litigation Clinic for the [Semester/Year] term. As a [Year] student at [Law School Name], I am eager to apply my legal research and writing skills to represent underserved clients in complex civil matters.

My interest in civil litigation stems from [briefly mention one specific area, e.g., housing rights, employment law, or consumer protection]. Through my coursework in [Relevant Course 1] and [Relevant Course 2], I have developed a solid understanding of the rules of civil procedure and the substantive law necessary to advocate effectively. I am particularly drawn to this clinic because of its reputation for [mention a specific aspect of the clinic, e.g., providing students with hands-on courtroom experience or its focus on systemic advocacy].

During my previous experience as a [Intern/Volunteer] at [Organization Name], I sharpened my ability to [mention a relevant skill, e.g., conduct client intake, draft discovery requests, or perform legal research]. This experience taught me the importance of attention to detail and client-centered lawyering. I am prepared to manage the rigorous demands of a litigation caseload while maintaining the highest professional and ethical standards.

I am eager to contribute to the clinic's mission while developing my practical skills under your supervision. Thank you for your time and for considering my application. I look forward to the possibility of discussing my qualifications with you further.

Sincerely,

[Your Signature]

[Your Printed Name]