

[Your Name]
[Your Law Firm]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Clerk of the Court]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: [Case Name]
Case Number: [Case Number]

Dear Clerk of the Court,

Please enter my appearance as counsel pro hac vice for [Client Name], the [Plaintiff/Defendant] in the above-captioned matter.

Enclosed please find the following documents in support of this appearance:

- The Motion for Admission Pro Hac Vice;
- The Affidavit/Declaration of [Your Name] in support of the motion;
- A Certificate of Good Standing from the Bar of [Your Home State];
- The required application fee in the amount of \$[Amount].

I have also enclosed a proposed Order for the Court's consideration. Local counsel, [Local Counsel Name], of [Local Law Firm], has also signed the motion as required by the local rules of this Court.

Thank you for your assistance with this filing.

Sincerely,

[Your Signature]
[Your Printed Name]

cc: [Opposing Counsel Name(s)]
[Local Counsel Name]