

## Requesting a Letter of Recommendation

July 1, 2007

Professor James Brown  
Brigham Young University  
Provo, UT 84601

Dear Professor (or Mr./Ms. if an attorney) Brown:

Thank you for taking the time to talk with me regarding my judicial clerkship application. I appreciate your willingness to write a letter of recommendation for me. As you requested, I have included a copy of my resume and transcript for your reference.

[Suggestions of what the letter might include:

If professor:

- Note grade received in class and its correspondence to range of grades given (e.g., 2d or 3d highest grade, etc.)
- Discuss writing skills-if paper was written
- Discuss quality of class comments
- Discuss perception of how you interact with classmates

If attorney/employer:

- Discuss quality of writing skills
- Discuss ability to work with co-workers/clients, if applicable
- Discuss work habits

Also, if the writer was a judicial clerk, they could mention that fact along with a sincere "I know what it takes and this person is capable."]

I am applying to the following judges: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

My goal is to send out my application packets by \_\_\_\_\_, and I would appreciate it if you could return your letters to me, in separately sealed envelopes, before that date.

Again, I appreciate your taking the time to write these letters. If you need any more information or have any questions, please feel free to give me a call. Thank you.

Sincerely,

Steven Student

*Adapted from sample letter received from Gonzaga University*