

Sample Thank You Letter

[date]

The Honorable XXX
U.S. District Court
Eastern District of New York
225 Cadman Plaza East
Brooklyn, NY 11201

Dear Judge XXX:

I wanted to write and say what a great pleasure it was to meet with you last week. I very much enjoyed our conversation about your judicial philosophy, clerking, and the differences between Albee and Mamet. It was an especially rare treat for me to be able to talk about law with such a knowledgeable theater aficionado as yourself.

Since we met I have thought seriously about the type of cases that you consider in the Eastern District, and I have become even more convinced that the focus and pace of working in your chambers are exactly what I am looking for in a clerkship. Although I recognize that you have a very difficult decision to make, I just wanted to express my continued enthusiasm for the possibility of clerking for you.

Please let me know if I can provide you with any further information or materials. Thank you again for your time.

Sincerely,

Signature

First and last name