Mr. Philip J. Devlin  
Clerk of Court – United States District Court  
Address of Divisional Office in which applicant is applying

RE: Application of (Name of Applicant) for admission to practice before  
United States District Court, Western District of Texas

Dear Mr. Devlin:

This letter is written on behalf of (Name of Applicant) who has applied for  
admission to practice in the United States District Court for the Western District of  
Texas.

My name is ______________. I am a member of the State Bar of (List State) and  
a member of the Bar of the United States District Court for the _______________  
District of (List State) and the ________________ District of (List State).

I am not related to the applicant and have known him/her personally for ____  
years. I believe that (Name of Applicant) is qualified for admission to the Bar of this  
Court and is competent to practice before this Court, and that his/her private and  
professional character and standing are good.

I recommend (Name of Applicant) for admission to practice before the United  
States District Court for the Western District of Texas.

I am willing to appear before the committee or members of the Bar on behalf of  
the applicant.

Sincerely,

(Original Signature)

Typed Full Name  
List State State Bar # 00000000

This is a sample format for Letters of Recommendation which is submitted in conjunction with the Application  
for Admission to practice in the U.S. District Court for the Western District of Texas.

Please ensure:
1. Sponsoring Attorney is admitted to practice in the district where the Applicant Attorney practices.  
2. Letter is prepared on firm letterhead.  
3. Letter includes the above recommended text, specifically the last sentence “I am willing to appear...”  
4. Original signed letter is mailed with application. Copies are not accepted.