

Prepared on Firm Letterhead

Date

Ms. Jeannette J. Clack
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 Ms. Clack:

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.