

Request for Information from a Former Clerk

Note: A list of prior UVA clerks can be found [here](#).

From: jdoe@virginia.edu

To: smithh@lawfirm.com

Subject: Clerkship question from UVA Law student

Dear Ms. Smith:

I am a second-year student at the University of Virginia School of Law, and I found your profile in the law school's alumni database. I saw that you clerked for Judge Smith in 20xx. I am very interested in clerking, and Judge Smith is of particular interest to me because of his record on civil rights. If you happen to have a few minutes to speak, I would be grateful for the opportunity to talk with you about your time with the judge. Thank you for considering this request.

Sincerely,

Jane Doe

University of Virginia School of Law, Class of 2022

(555) 555-5555

jdoe@virginia.edu