

Approval for Judicial Clerkship

[Your Name]

[Your Title]

[Court Name]

[Court Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Candidate's Name]

[Candidate's Address]

[City, State, Zip Code]

Dear [Candidate's Name],

We are pleased to inform you that your application for a judicial clerkship with [Court Name] has been approved. We were impressed by your qualifications and believe that you will make a valuable addition to our team.

Your clerkship will commence on [Start Date] and is expected to conclude on [End Date]. You will be working directly under [Judge's Name], who is looking forward to mentoring you through this experience.

Please find attached the additional documents you will need to complete before your start date, as well as the internship agreement and orientation schedule.

Once again, congratulations on your approval. We look forward to welcoming you to [Court Name].

Sincerely,

[Your Name]

[Your Title]

[Court Name]