

MODEL INFORMATION INTERVIEW REQUEST LETTER
(DO NOT COPY SENTENCES VERBATIM)

Your Present Address
City, State, Zip Code

Date of Writing

FirstName M.I. LastName, Esq. (if to an attorney)
Title (if known, such as Hiring Attorney, Recruiting Coordinator, Managing Partner)
Firm/Company/Organization/Court
Street Address
City, State, Zip Code

Dear Mr. (or Ms., or Judge, or Dr.) LastName: (used for all salutations)

First Paragraph: Tell the reader why you are writing. Let the reader know how you got his or her name. If you were referred by a mutual acquaintance, mention that person's name. If the reader is an alumnus of your college or law school, mention that connection. If the person has a particularly good reputation in a practice area/ legal community, comment on their reputation.

Second and Third (if necessary) Paragraphs: Tell the reader why you are particularly interested in his/her firm/location/legal practice area. Give a brief summary of yourself. Discuss any relevant experience, coursework or specialized training. Ask to meet with the person for information, advice, and/or possible referrals.

Last Paragraph: Conclude the letter by indicating your interest in meeting with the person to learn about firms/practice areas/particular organizations. Tell them when you will contact them to arrange a convenient time to meet. Thank them for their time.

Sincerely,

("Respectfully," if to a judge)

Your Signature

Type your name