



William Wayne Justice Center Named Summer Fellowships: Thank You Letter Instructions

Date

Dear [Name],

Introductory Paragraph: Say thank you/express gratitude and include the full name of the program. For example: "I am honored to be a recipient of the Baron & Budd Public Interest Summer Fellowship" or "Thank you for supporting my goals through the G. Rollie White Trust Public Interest Summer Fellowship." Donors do not select program recipients, so please do not thank them for choosing you.

Paragraph 2: Write general information about yourself, such as your hometown, undergraduate school, career interests, work experience, and other experiences that led you to pursue a summer position supported by the fellowship program.

Paragraph 3: Discuss your present situation: You might include details about the summer clerkship you participated in, why it interested you, what you enjoyed or learned during your clerkship, or your plans after its completion (if applicable).

Paragraph 4: Conclude the letter and connect your clerkship experience, career interests, and goals to the financial support you received. This is an opportunity to say how the program helped you achieve your goals or pursue your interests.

Sincerely,

Include an electronic signature or remove this space.

Your name

Submit letters on Canvas.

Questions about letter writing may be directed to the Justice Center staff at justicecenter@law.utexas.edu.