

Dear Ms. Jones:

At the suggestion of Professor Smith, I am writing to see if you might be willing to talk with me about your tax practice and the CPA examination. I am a first-year student at The University of Toledo College of Law and I am interested in learning more about tax law and trusts & estates work.

I have an undergraduate degree in accounting and am considering taking the CPA examination over the course of the next couple of years. Professor Smith mentioned that you have a similar background and completed your CPA while you were a law student. Please let me know if you would be willing to meet with me briefly to discuss how you approached completing your CPA and your tax practice. I am available at your convenience to meet in person or by phone.

Sincerely,

First Year