

**[Suggested Form Letter to Chief Judge. This letter may be submitted to the Chief Judge in paper form bearing the signature of the program coordinator, or in PDF format and bearing the signature of the program coordinator, as an attachment to an e-mail using the Contact Us form.]**

[Date]

Dear Chief Judge \_\_\_\_\_:

I am writing on behalf of the student practice program sponsored by the Office of Chief Counsel of the Internal Revenue Service to provide the Court with the information requested by the Court with respect to this program.

1. The name, address and contact information (including e-mail address) of the student practice program director.
2. [Statement that the student practice program will comply with the Court's requirements.]
3. General description of the student practice guidelines as describe in section 1.b. of the Tax Court's Requirements for Participation of Office of Chief Counsel Student Practice Program.
4. List of places of trial where the student practice program operates.
5. Approximate number of participants in the student practice program in 2018.
6. Approximate number of trials students participated in 2018.
7. Suggestions for enhancing the student interactions with the Court.

**The Office of Chief Counsel will immediately notify the Court of any change in the name, address or telephone number of the student practice program director.**

Sincerely,