

[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 [name of Bar-related pro bono program] to provide the Court with the information requested in section 1.c. of the Tax Court's Requirements for Bar-Related Pro Bono Programs.

1. [Name, address, Tax Court Bar number (if applicable), e-mail address, and phone number of the pro bono program coordinator.]
2. [Identify the city, cities, or geographic area served by the pro bono program.]
3. [Whether the Bar-related pro bono program provides assistance to unrepresented taxpayers in small tax cases, regular tax cases, or both.]
4. The [name of Bar-related pro bono program] agrees to comply with the U.S. Tax Court Requirements for Bar-Related Pro Bono Programs.
5. A copy of the pro bono program's guidelines as described in section 1.b. of the Requirements [is attached] or [appears on the pro bono program's web site at xxxxx@xxxxxx.]
6. During the calendar year preceding the submission of this letter, practitioners associated with the pro bono program consulted with approximately [number] of petitioners with cases pending in the Court and practitioners associated with the pro bono program entered an appearance for approximately [number] of petitioners.
7. The pro bono program offers the following suggestions for better assisting low-income petitioners in their interactions with the Court. [Suggestions]

Sincerely,