

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Re: Small Claims Court Judgment

Dear [Recipient's Name],

I hope this letter finds you well. I am reaching out to inform you of the judgment rendered on [Date of Judgment] in the small claims court case [Case Number], in which you were the defendant.

The court has ordered that you [describe the judgment, e.g., pay a specific amount, return property, etc.], to be completed by [Deadline Date].

Please take this matter seriously, as failure to comply with the court order may result in further legal action. If you have any questions or wish to discuss this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title or Position, if applicable]