

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Small Claims Court Name]
[Court Address]
[City, State, ZIP Code]

Re: [Your Case Number or Claim Title]

Dear [Judge's Name or Small Claims Court Clerk],

I am writing to formally submit my small claims case regarding [briefly describe the nature of the claim].

****Parties Involved:****

- Claimant: [Your Name, Address, Phone Number]
- Defendant: [Defendant's Name, Address, Phone Number]

****Nature of the Claim:****

[Explain the situation leading to the claim, including relevant dates, events, and supporting details.]

****Amount of Claim:****

I am seeking compensation in the amount of [specify amount] for [explain what the claim amount covers].

****Evidence Attached:****

1. [List any evidence or documents you are including, such as contracts, receipts, photographs, etc.]
2. [Additional evidence, if applicable.]

I respectfully request a hearing date at your earliest convenience and appreciate your attention to this matter.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]