

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

[Judge's Name]
[District Court Name]
[Court Address]
[City, State, Zip Code]

Dear Judge [Last Name],

I am writing to [state the purpose of your letter clearly and succinctly].

[Provide a brief background or explanation regarding the matter, including relevant case numbers or details].

[Conclude with any request or action you hope for the judge to consider].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]