

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

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

Re: [Case Name/Number]

Dear Honorable [Judge's Last Name],

I hope this letter finds you well. I am writing to you regarding [briefly state the purpose of your letter, e.g., "my ongoing custody case," or "the recent hearing on child support adjustments"].

[Paragraph 1: Provide background information about the case, including any relevant dates or situations that are important for the judge to know.]

[Paragraph 2: Clearly state your request or the specific information you wish to convey to the judge, including any pertinent details that support your case.]

[Paragraph 3: Offer any additional information that may assist the court in making a decision, such as changes in circumstances or any agreements made between parties.]

Thank you for your attention to this matter. I appreciate your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Case, if applicable]