

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Court Name]  
[Court Address]  
[City, State, Zip Code]

Dear [Judge's Last Name],

I am writing to respectfully request [specific request, e.g., a leniency in sentencing, a change in court date, etc.].

[Provide a brief background of the case or situation, including relevant details that support your request.]

I understand the court's position on this matter and appreciate your consideration.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Title/Position if applicable]