

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

The Honorable [Judge's Name]
[Name of Court]
[Address of Court]
[City, State, ZIP Code]

Dear Judge [Last Name],

[Opening Paragraph: Introduce yourself and state the purpose of the letter.]

[Body Paragraph(s): Provide context and details relevant to your case or request. Be respectful and concise.]

[Conclusion: Summarize your points and express your gratitude for the Judge's consideration.]

Sincerely,
[Your Name]