

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Title or Position]
[Court Name]
[Court Address]
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Court Appearance Notification

I am writing to formally inform you that I will be appearing in court on [date] at [time] regarding the case titled [Case Name/Number].

Please let me know if there are any specific documents or information that I need to bring along. I appreciate your attention to this matter and look forward to resolving it.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]