

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

[Recipient's Name]  
[Title/Position]  
[Court Name]  
[Court Address]

[City, State, Zip Code]

Re: Submission of Evidence for [Case Name/Number]

Dear [Recipient's Name],

I am writing to submit evidence related to the case [Case Name/Number], scheduled for [court date]. Attached to this letter, you will find [briefly describe the evidence, e.g., photographs, documents, witness statements], which I believe are pertinent to the proceedings.

Please find the following items included:

1. [Description of evidence 1]
2. [Description of evidence 2]
3. [Description of evidence 3]

I appreciate your attention to this matter and hope that the provided evidence will assist in the fair resolution of the case. Should you require any additional information or clarification, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]