

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

Re: [Case Name/Number]

Dear [Recipient Name or "Clerk of Court"],

I am writing to formally request a court hearing regarding [briefly state the purpose of the hearing, e.g., custody, eviction, claim].

Details of the case:

- Case Number: [insert case number]
- Plaintiff: [insert plaintiff's name]
- Defendant: [insert defendant's name]

I respectfully request that the court schedule a hearing on this matter at its earliest convenience. Please let me know if any specific documents are required from my side prior to the hearing date.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]