

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

Re: [Case Name/Number]

Dear [Judge's Name],

I hope this letter finds you well. I am writing to seek your guidance regarding [briefly state the purpose of your letter, e.g., "the upcoming court hearing scheduled for [date]"].

[Provide a detailed explanation of the situation, including any relevant context or background information that pertains to your request. Be clear about what you need from the court.]

I respectfully request [specific instruction or guidance you are seeking, e.g., "clarification on the applicable procedures" or "a ruling on a particular issue"].

Thank you for your attention to this matter. I appreciate your assistance, and I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]