

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

[Recipient's Name]  
[Recipient's Title]  
[Court Name]

[Court Address]  
[City, State, Zip Code]

Re: Notification of [Case Number/Type]

Dear [Recipient's Name],

I am writing to formally notify the court regarding [briefly explain the purpose of the notification, e.g., a hearing date, updated contact information, request for continuance, etc.].

Case Details:

- Case Number: [Insert Case Number]
- Parties Involved: [Your Name] vs. [Other Party's Name]
- Scheduled Hearing Date: [Insert Date]

[Provide any additional relevant information or details required by the court.]

Please let me know if you require any further information or documentation concerning this matter. I appreciate your attention to this notification.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]