

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title/Position]
[Court Name]
[Court Address]
[City, State, Zip Code]

Re: [Case Title/Case Number]

Dear [Recipient's Name or "Honorable Judge"],

I am writing to request a court order regarding [briefly state the purpose of the request, e.g., modification of custody, enforcement of support payments, etc.]. This request is made in light of [provide a brief explanation of the situation or circumstances that necessitate the request].

[In the next paragraph, elaborate on the facts of the case, including relevant dates, actions taken, and any supporting evidence or witness statements that support your request.]

I respectfully request the court to [state the specific court order you are seeking]. I believe that this order is in the best interest of [mention any relevant parties, such as children, family members, etc.] and will help to [state the potential positive outcomes of the order]. Thank you for your consideration of this matter. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]