

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

[Judge's Name]
[Name of the Court]
[Court Address]
[City, State, Zip Code]

Re: [Case Name/Number]

Dear Judge [Last Name],

I hope this letter finds you well. I am writing to formally request [specific request, e.g., a continuance, modification of bail, etc.] in the case of [Case Name or Number].

[Explain the reason for your request in a clear and concise manner, providing any relevant details or supporting information.]

I understand the importance of the court's time and the legal process, and I sincerely appreciate your consideration of my request.

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

Sincerely,

[Your Signature (if mailing a hard copy)]

[Your Printed Name]