

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

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

Re: [Case Name/Number]

Dear [Judge's Name],

I am writing to formally submit [description of the document or
information being submitted] in relation to the above-referenced case.
[Briefly explain the purpose of the submission and any relevant details.]
I respectfully request that this document be included in the case file
for your consideration.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]