

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
[Case Number]  
[Court Name]  
[Court Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

RE: COURT SUMMONS - [Case Title or Description]

You are hereby summoned to appear before the [Court Name] at [Court Address] on [Date] at [Time] in connection with [brief description of the case]. Failure to appear may result in [consequences of not appearing, e.g., a default judgment].

Please bring any relevant documents or evidence related to your case. If you have any questions or require further information, you may contact the court at [Court Contact Number].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position, if applicable]