

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Dear Honorable [Judge's Last Name],

I, [Your Full Name], hereby solemnly affirm and swear that I will perform the duties of the office of [Position/Title] to the best of my ability, uphold the Constitution and laws of the [State/Country], and administer justice impartially.

I appreciate the opportunity to serve and am fully committed to fulfilling my responsibilities with integrity and diligence.

Thank you for your consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]