

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

Clerk of Court
[Name of the Court]
[Address of the Court]
[City, State, Zip Code]

Re: [Case Name/Number]

Dear Clerk of Court,

I am writing to formally document my participation in the ongoing court proceedings related to [briefly describe the case, e.g., "the custody dispute involving [Names]"].

I would like to request [specific request, e.g., "a hearing date," "the court records," etc.], as I believe it is crucial for the ongoing process.

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]