

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

Clerk of the Court

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

Re: Request for Hearing - [Your Case Number/Name]

Dear Clerk of the Court,

I am writing to formally request a hearing regarding [briefly state the nature of the case, e.g., "my custody case," "my small claims case," etc.], which is currently scheduled for [date, if applicable] or has not yet been scheduled.

[Optional: Briefly state the reason for requesting a hearing, e.g., "I believe that an in-person hearing is necessary to present evidence" or "I have new information that could impact the outcome of the case."]

I kindly ask that you provide me with available dates for this hearing and any necessary instructions or forms that I may need to complete.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]