

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

Clerk of the Circuit Court

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

Re: Notice of [Type of Notice, e.g., Hearing, Motion]

Dear [Clerk's Name or "To Whom It May Concern"],

I am writing to provide notice regarding the upcoming [type of proceeding, e.g., hearing, motion] scheduled for [date] at [time] in [courtroom/venue] of the [Name of Court].

Case Name: [Your Name v. Respondent's Name]

Case Number: [Your Case Number]

Parties involved:

1. [Your Name] - [Your Role, e.g., Plaintiff/Defendant]
2. [Respondent's Name] - [Respondent's Role, e.g., Plaintiff/Defendant]

I request that this notice be entered into the court's records.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]