

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

Re: Case No. [XXXXXX]

Dear [Clerk's Name or Honorable Judge's Name],

I hope this letter finds you well. I am writing in response to the court's notice regarding the above-referenced case.

[Briefly state your purpose for writing, mention any relevant documents or motions, and any requests you may have.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]