

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Virginia Courthouse Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Court Service Notification

I am writing to formally notify the court regarding [brief description of the legal matter or case number].

[Provide any necessary details related to the case, including dates, previous court appearances, and any relevant information that may assist in the processing of your case.]

Please let me know if further information is required. I appreciate your attention to this matter.

Thank you.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title (if applicable)]