

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Judge's Name]  
[Court Name]  
[Court Address]  
[City, State, ZIP Code]

Re: Petition for [Specify Purpose, e.g., Approval of Name Change, Custody Modification, etc.]

Dear Honorable [Judge's Last Name],

I hope this letter finds you well. I am writing to formally petition the court for [insert purpose of the petition, e.g., the approval of my name change, modification of custody agreement, etc.].

Background:

[Provide a brief background of the situation, including relevant facts and why you are seeking the court's approval. Be concise and clear.]

Reason for Petition:

[Clearly state your reasons for the request and any relevant information that supports your petition. Mention any previous orders or agreements that relate to your request.]

Request:

I respectfully request that the court [state what you are asking the judge to approve, e.g., grant my name change, modify the current custody arrangement, etc.]. I believe that this request is in the best interest of [state reasons, e.g., the minor child involved, my personal circumstances, etc.].

Conclusion:

Thank you for considering my petition. I appreciate your time and attention to this matter. I am looking forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Case if applicable, e.g., Petitioner, Defendant, etc.]