

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

Dear Judge [Last Name],

[Opening paragraph: State the purpose of your letter clearly and concisely. Mention any relevant case numbers or dates if applicable.]

[Second paragraph: Provide any necessary background information or context that supports your purpose. Include specific details that are relevant to the case or situation.]

[Third paragraph: Clearly state your request, opinion, or any action you would like the judge to consider. Be respectful and professional in your tone.]

[Closing paragraph: Thank the judge for their time and consideration, and provide an invitation for follow-up if necessary.]

Sincerely,

[Your Name]

[Your Title/Position, if applicable]