

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

[Recipient's Name]
[Title/Position]
[Court Name]

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

Dear [Recipient's Name],

Re: Court Appearance for [Case Name/Number]

I am writing to confirm my appearance in court on [date] at [time]
regarding [brief description of the case]. I understand that the hearing
will take place at [courtroom number or location].

Please let me know if there are any additional documents or information
that I should bring with me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]