

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

[Recipient's Name]
[Recipient's Title/Position]
[Court Name]
[Court Address]
[City, State, Zip Code]

RE: Submission of Evidence for [Case Name/Number]

Dear [Recipient's Name],

I am writing to formally submit evidence for the case of [Case Name/Number] which is scheduled for [Court Date]. Enclosed/Attached to this letter you will find the following documents/evidence:

1. [Description of Evidence 1]
2. [Description of Evidence 2]
3. [Description of Evidence 3]

Please ensure that this evidence is included in the court records. Should you have any questions or require additional information, feel free to contact me at the phone number or email address listed above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title (if applicable)]