

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

[Recipient's Name]  
[Title]

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

Re: [Case Number] - [Case Name]

Dear [Recipient's Name],

I am writing to formally request a hearing regarding [briefly state the purpose of the hearing, e.g., "the custody arrangement," "the motion to dismiss," etc.].

[Paragraph explaining your situation, including pertinent details about the case, your involvement, and any relevant timelines or events.]

I kindly ask that you set a hearing date at your earliest convenience.

Please let me know if you require any additional information or documentation to facilitate this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]