

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

Dear [Recipient's Name],

RE: NOTICE OF COURT HEARING

This letter serves as a formal notice regarding the court hearing scheduled for [date] at [time] at [court location]. The case number for reference is [case number].

Please be advised that your presence is required for the hearing. Should you have any questions or require further information, you may contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]