

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of Court's Name]
[Name of the Court]
[Court's Address]
[City, State, Zip Code]

Re: Request for [Specific Request] in Case No. [Case Number]

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request [describe your request clearly and concisely, e.g., "an extension of time to file documents," "a copy of the court records," etc.] pertaining to Case No. [Case Number].

[Provide any necessary details or background related to your request, including relevant dates and circumstances.]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]