

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

[Clerk of the Court's Name]
[Name of the Court]
[Court Address]
[City, State, Zip Code]

Re: Request for Court Scheduling -- [Case Name/Number]

Dear [Clerk of the Court's Name],

I hope this letter finds you well. I am writing to request scheduling for the court proceedings related to the case mentioned above.

[Provide a brief overview of the case and any relevant dates or deadlines.]

I would appreciate your assistance in scheduling a hearing on or around [specific dates or timeframes that work].

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Role in the Case, if applicable]