

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, ZIP Code]
[COURT NAME]
[COURT ADDRESS]
[City, State, ZIP Code]
Re: Court Summons - [Case Number/Subject]
Dear [Recipient Name],
You are hereby summoned to appear before [COURT NAME] on [Date] at [Time]
in [Courtroom/Location] regarding the matter of [Brief Description of the
Case].
Failure to appear may result in [Consequence for Non-appearance].
Please find enclosed [any relevant documents, if applicable].
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title/Position, if applicable]
Enclosures: [List any enclosed documents]