

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

[Judge's Name]
[Judge's Title]
[Court's Name]
[Court's Address]

[City, State, Zip Code]

Dear Honorable [Judge's Last Name],

[Opening paragraph: State the purpose of your letter clearly and concisely.]

[Second paragraph: Provide any relevant details or background information necessary to understand your request or issue.]

[Third paragraph: Express any specific requests or points you would like to make. Be respectful and polite.]

[Closing paragraph: Thank the judge for their time and consideration. Offer to provide any additional information if needed.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]