

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

The Honorable [Judge's Name]  
[Name of the Court]  
[Court Address]  
[City, State, Zip Code]

Re: [Case Name/Number]

Dear Judge [Last Name],

I am writing to you regarding the upcoming hearing scheduled for [date] regarding [briefly state the purpose of the hearing]. I would like to express my [concerns, support, request, etc.], and provide the court with [relevant information or context].

[Include any relevant details, arguments, or statements that support your position.]

Thank you for your attention to this matter. I appreciate the opportunity to present my thoughts and concerns.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]