

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

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

Dear Judge [Judge's Last Name],

Re: Inquiry Regarding [Case Name/Number]

I hope this letter finds you well. I am writing to respectfully inquire about the status of the above-referenced case.

[Briefly explain your connection to the case and the information you seek.]

I appreciate your attention to this matter and any assistance you can provide.

Thank you for your time and consideration.

Sincerely,

[Your Name]