

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Courthouse Name]
[Court Address]
[City, State, Zip Code]

Dear Honorable [Judge's Last Name],

RE: Request for Postponement of [Case Name/Number]

I hope this letter finds you well. I am writing to respectfully request a postponement of the scheduled hearing/trial currently set for [date] regarding [brief description of the case].

Due to [reason for postponement - e.g., personal circumstances, unforeseen circumstances, need for additional time to prepare, etc.], I believe that a postponement is necessary to ensure a fair and just proceeding.

I kindly ask for your consideration in rescheduling the hearing to a later date, preferably [suggest a reasonable date or time frame], if that would be possible.

Thank you for your attention to this matter. I greatly appreciate your understanding and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title or Relationship to the Case, if applicable]