

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

Dear Honorable [Judge's Last Name],

Subject: Request for [specific request, e.g., "Modification of Sentencing" or "Consideration for Bail"]

I hope this letter finds you well. My name is [Your Name], and I am writing to respectfully request [briefly state your request] in the case of [Defendant's Name or Case Number, if applicable].

[Provide a concise explanation of your request, including any relevant details or background information that may support your case.]

I appreciate your attention to this matter and the consideration of my request. Thank you for your time and understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Relationship to the Case, if applicable]