

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

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

Re: [Case Name or Case Number]

Dear Judge [Judge's Last Name],

I hope this letter finds you well. I am writing to respectfully request [specific request, e.g., a continuance, permission to file a document, etc.] in relation to [briefly explain the case or situation].

[Provide any necessary details to support your request, including reasons for the request, relevant deadlines, and any supporting information.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]