

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

Dear Judge [Last Name],

Subject: [Brief Subject of Letter]

I am writing to [state purpose of the letter briefly, e.g., request a hearing, provide information, etc.]. [Provide necessary details in one or two sentences].

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Title or Position, if applicable]