

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
The Honorable [Judge's Name]
[Courthouse Name]
[Courthouse Address]
[City, State, Zip Code]
Dear Judge [Last Name],
[Opening paragraph: Briefly introduce yourself and state the purpose of
your letter.]
[Second paragraph: Provide relevant details or context regarding the case
or matter at hand.]
[Third paragraph: State your request or the action you would like the
judge to consider.]
[Closing paragraph: Thank the judge for their time and consideration, and
express your hope for a favorable response.]
Sincerely,
[Your Name]
[Your Signature (if sending a hard copy)]