

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Judge's Court]
[Court Address]
[City, State, Zip Code]
Dear Honorable [Judge's Last Name],
[Opening paragraph: Introduce yourself and your relationship to the case.]
[Body paragraph 1: State the purpose of your letter and any relevant details.]
[Body paragraph 2: Include supporting information, such as character references or mitigating circumstances, if applicable.]
[Closing paragraph: Thank the judge for their time and consideration.]
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]