

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Judge's Title]
[Court Name]
[Court Address]
[City, State, Zip Code]
Re: [Case Name/Number]
Dear Honorable [Judge's Last Name],
[Opening paragraph: Introduce the purpose of your letter and context regarding the case.]
[Body paragraphs: Provide details pertaining to the case, your request, or information you wish to bring to the judge's attention. Use clear and concise language.]
[Concluding paragraph: Summarize your request or concerns and express your gratitude for the judge's attention to this matter.]
Thank you for your consideration.
Sincerely,
[Your Name]
[Your Title, if applicable]
[Your Signature, if sending a hard copy]