

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
The Honorable [Judge's Full Name]  
[Judge's Title]  
[Court Name]  
[Court Address]  
[City, State, Zip Code]  
Dear Judge [Last Name],  
[Body of the letter]  
Sincerely,  
[Your Name]