

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

The Honorable [Judge's Full Name]  
[Judge's Title]  
[Courthouse Name]  
[Courthouse Address]  
[City, State, Zip Code]

Dear Judge [Last Name],

I hope this letter finds you well.

[Opening statement regarding the purpose of the letter. Be respectful and concise.]

[Provide background information or context relevant to the case or matter at hand. Include any key details without excessive elaboration.]

[Clearly state your request or the main point of the letter. Be direct and polite.]

[Conclude with any closing remarks, expressing appreciation for the judge's time and consideration.]

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title or Affiliation, if applicable]