

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Judge's Name]
[Courthouse Name]
[Court Address]
[City, State, Zip Code]

Dear Judge [Last Name],

I hope this letter finds you well.

[Body of the letter: State your purpose clearly and respectfully. Explain your situation or request in a concise manner. Include any relevant case numbers or information, if applicable.]

Thank you for your time and consideration.

Sincerely,

[Your Name]