

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

[Judge's Name]  
[Court Name]  
[Court Address]  
[City, State, Zip Code]

Dear Honorable [Judge's Last Name],

[Introduction: Briefly introduce yourself and the purpose of your letter.]

[Body Paragraph 1: Provide context or background related to your case or the matter at hand.]

[Body Paragraph 2: Detail your request, opinion, or any pertinent information that supports your case.]

[Closing Paragraph: Summarize your message and express gratitude for the judge's consideration.]

Sincerely,  
[Your Name]