

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Court Name]

[Court Address]

[City, State, Zip Code]

Subject: Clarification Regarding Court Appearance Details

Dear [Recipient Name],

I am writing to seek clarification regarding my upcoming court appearance scheduled for [date] at [time]. I would like to confirm the following details:

1. The exact location of the court where the hearing will take place.
2. Any required documents that I need to bring with me.
3. Information on whether there are any specific protocols I need to follow upon arrival.

Your assistance in providing this information would be greatly appreciated to ensure that I am fully prepared for the hearing.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]