

Notification of Scheduled Court Appearance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notification of your scheduled court appearance regarding [case description or case number]. The details of your appearance are as follows:

Date: [Insert Court Date]

Time: [Insert Court Time]

Location: [Insert Court Location]

Judge: [Insert Judge's Name]

It is important that you arrive at least 30 minutes prior to your scheduled time. Please bring any necessary documents related to your case.

If you have any questions or concerns, feel free to contact our office at [Insert Contact Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]