

Request to Reschedule Court Appearance

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Clerk of Court

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear Clerk of Court,

I am writing to request a rescheduling of my court appearance originally set for [original date] in case number [case number]. Unfortunately, due to [reason for rescheduling], I am unable to attend on that date.

I respectfully request that my appearance be rescheduled to a later date. I am available on [provide two or three alternative dates] and hope that one of these options is acceptable.

Thank you for considering my request. I appreciate your understanding and assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]