

Beneficiary Notification

Date: [Insert Date]

[Beneficiary Name]

[Beneficiary Address]

[City, State, Zip Code]

Dear [Beneficiary Name],

This letter serves as a formal notification regarding the upcoming court hearing related to [Case Name or Description]. Below are the details of the hearing:

Date of Hearing: [Insert Hearing Date]

Time: [Insert Hearing Time]

Location: [Insert Court Address]

Case Number: [Insert Case Number]

It is important for you to attend this hearing as it pertains to [brief explanation of the relevance to beneficiary]. If you have any questions or require further information, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your attention to this matter. We look forward to seeing you at the hearing.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]