

Beneficiary Reminder Notification

Date: [Insert Date]

To: [Beneficiary's Name]

Address: [Beneficiary's Address]

Subject: Reminder of Scheduled Court Hearing

Dear [Beneficiary's Name],

This letter serves as a reminder that you have a scheduled court hearing on [Insert Date] at [Insert Time]. The hearing will take place at [Insert Court Location].

Please ensure that you arrive at least [Insert Duration] minutes early to avoid any delays and to allow time for security checks and check-in procedures.

If you have any questions or require assistance in preparing for the hearing, do not hesitate to contact my office at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]
[Contact Information]