

Court Hearing Information

Date: [Insert Date]

To: [Beneficiary Name]

Address: [Beneficiary Address]

Dear [Beneficiary Name],

This letter serves to inform you about the upcoming court hearing pertaining to your case. Please find the details below:

Court Hearing Details

Date: [Insert Hearing Date]

Time: [Insert Hearing Time]

Location: [Insert Court Address]

Case Number: [Insert Case Number]

Participation Instructions

Your participation in this hearing is vital. Please arrive at least 30 minutes early to go through security and check-in. Bring any necessary documents related to your case.

If you are unable to attend, please contact our office at [Insert Contact Number] or [Insert Email] as soon as possible.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]