

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear Honorable Judge [Judge's Last Name],

I am writing to respectfully explain my absence at the scheduled court hearing on [original court date]. I mistakenly believed that my court date was set for [incorrect date], and I did not realize my error until it was too late to attend the hearing.

Please accept my sincere apologies for any inconvenience my absence may have caused. I understand the importance of these proceedings and assure you that my absence was not due to a lack of respect for the court or its processes.

I kindly request that the court consider rescheduling my hearing. I am eager to resolve this matter and ensure full compliance with the court's requirements.

Thank you for your understanding and consideration. I appreciate your time in addressing this matter.

Sincerely,

[Your Name]