

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Court's Name]

[Court's Address]

[City, State, Zip Code]

Dear [Judge's Name],

I hope this letter finds you well. I am writing to explain my absence from the court hearing scheduled on [insert date]. Unfortunately, I encountered an unavoidable travel conflict that prevented my attendance.

I had pre-existing travel arrangements made prior to being notified of the court date. The conflict arose from [briefly explain reason for travel, e.g., work commitment, family emergency, etc.]. I assure you that it was never my intention to miss the hearing, and I regret any inconvenience my absence may have caused.

I respectfully request the court's understanding regarding this matter. If possible, I would appreciate the opportunity to reschedule or to submit any necessary documentation related to my situation.

Thank you for your time and consideration. I look forward to your response.

Sincerely,

[Your Name]