

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date: [Insert Date]

Clerk of the Court
[Court Name]
[Court Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Court Case Status - Case No. [Insert Case Number]

Dear Clerk of the Court,

I hope this letter finds you well. I am writing to inquire about the status of my court case, Case No. [Insert Case Number], which is currently pending in your court. The last update I received was on [insert last update date], and I would appreciate any information you could provide regarding its current status.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]