

Appointment Reminder

Dear [Recipient's Name],

This is a reminder of your scheduled court hearing.

Date: [Date]

Time: [Time]

Location: [Court Address]

Please ensure you arrive at least 15 minutes early and bring any necessary documents.

If you have any questions or need to reschedule, please contact our office.

Thank you,

[Your Name]

[Your Title]

[Your Contact Information]