

# Notice of Court Appearance Date

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as an official notice regarding your upcoming court appearance scheduled for:

**Date:** [Insert Court Date]

**Time:** [Insert Court Time]

**Location:** [Insert Court Address]

Please ensure that you arrive at least 15 minutes earlier for check-in. If you fail to appear at the scheduled date and time, a warrant may be issued for your arrest.

Should you have any questions, please feel free to contact our office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Your Organization/Department]