

Court Attendance Deadline Reminder

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal reminder regarding your upcoming court appearance scheduled for [Insert Date and Time]. It is crucial that you attend this hearing as it pertains to [brief description of the case or matter].

Please be aware that failure to appear may result in legal consequences. Should you have any questions or require assistance before the court date, do not hesitate to reach out to our office at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]