

Court Date Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notification of your scheduled court date.

Court Date: [Insert Court Date]

Time: [Insert Time]

Location: [Insert Court Location]

Please ensure your appearance at the scheduled date and time. Failure to appear may result in legal consequences.

If you have any questions, feel free to contact [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]