

# Court Hearing Date Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [Recipient's City, State, Zip]

Dear [Recipient's Name],

This is to officially notify you that a court hearing regarding the case [Case Name/Number] is scheduled for [Date of Hearing] at [Time]. The hearing will take place at [Court Name and Address].

Please ensure your presence at the hearing as your participation is important.

If you have any questions or require further assistance, feel free to contact our office at [Contact Information].

Thank you.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]