

Court Hearing Notice

Date: [Insert Date]

[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number]

To: [Recipient's Name] [Recipient's Address] [City, State, Zip Code]

Subject: Notice of Court Hearing Scheduling

Dear [Recipient's Name],

This letter serves as a formal notice regarding the scheduling of a court hearing pertaining to [brief description of the case or issue]. The details of the hearing are as follows:

Date: [Hearing Date]

Time: [Hearing Time]

Location: [Court Name and Address]

Please ensure that you arrive at least [X minutes] early to allow for check-in procedures. Should you have any questions or need further information, feel free to contact me at the number or email provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Name] [Your Title or Position, if applicable]