

# Official Court Date Notification

Date: [Insert Date]

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

Dear [Recipient's Name],

This letter serves to officially notify you of your court date regarding [Case Name/Number]. The details are as follows:

**Court Date:** [Insert Court Date]  
**Time:** [Insert Time]  
**Location:** [Insert Court Location]  
**Judge:** [Insert Judge's Name]

Please be advised that your presence is required. If you have any questions or need further assistance, feel free to contact our office at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Organization]  
[Contact Information]