

# Court Hearing Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Scheduled Court Hearing Alert

Dear [Recipient's Name],

This is to formally notify you of your scheduled court hearing on [Insert Date] at [Insert Time]. The hearing will take place at [Insert Court Location].

Please ensure your presence, as your participation is crucial to the proceedings. Should you have any questions or require assistance, feel free to reach out to our office.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]