

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a change to the scheduled hearing date for [case name/number] originally set for [original date] at [location]. Due to [brief explanation of the reason for the request], I am unable to attend on that date.

I kindly ask to reschedule the hearing to a date that is convenient for all parties involved, preferably between [suggested dates]. I understand the importance of this matter and appreciate your consideration of my request.

If you require any additional information, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title/Position, if applicable]