

# Letter of Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Court's Name]

[Court's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an inquiry regarding the possibility of altering the scheduled court hearing set for [Original Date] in the matter of [Case Name or Number].

Due to [reason for request], I am unable to attend the hearing on the scheduled date. I kindly ask if it would be possible to reschedule the hearing to a later date, preferably [Proposed Dates].

Please advise on the necessary steps I should take to facilitate this request. I appreciate your time and consideration in this matter and look forward to your response at your earliest convenience.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]