

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Court Name]

[Court Address]

[City, State, Zip Code]

Re: Request to Reschedule Court Appearance - [Case Number]

Dear [Judge's Name or Clerk's Name],

I hope this letter finds you well. I am writing to request a rescheduling of my court appearance originally set for [original date] in the matter of [case name]. Due to [brief explanation of the reason for rescheduling], I am unable to attend on the scheduled date.

I kindly ask for the opportunity to appear on a later date. I am available on [provide two or three alternative dates]. I appreciate your understanding and assistance in this matter.

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]