

Request to Reschedule Court Hearing

Date: [Insert Date]

[Judge's Name]

[Court Name]

[Court Address]

[City, State, Zip Code]

Dear [Judge's Name],

I am writing to respectfully request a rescheduling of my court hearing originally scheduled for [original date and time] regarding [case name or number]. Due to an unavoidable scheduling conflict, I am unable to attend on that date.

I sincerely apologize for any inconvenience this may cause and would greatly appreciate your consideration in allowing me to appear on a later date. I am available on [provide two or three alternative dates and times].

Thank you for your understanding and attention to this matter. I look forward to your favorable response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]