

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Clerk of the Court
Court Name
Court Address
City, State, Zip Code

Re: Contesting Summons - Case No. [Case Number]

Dear [Clerk's Name or "To Whom It May Concern"],

I am writing to formally contest the summons issued against me in the case referenced above.

[Provide a brief explanation of your reasons for contesting the summons, including any relevant facts or evidence that support your position.]

In light of this information, I respectfully request that the court consider my contestation and provide further guidance on the next steps in this matter.

Thank you for your attention to this issue.

Sincerely,
[Your Name]