

---

# Legal Letter for Court

[Your Name/Your Law Firm's Name]

[Your Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

**To**

The Honorable [Judge's Name]

[Name of Court]

[Address of Court]

[City, State, ZIP Code]

**Subject:** [Case Name and Number]

**Dear Judge [Last Name]:**

**1. Introduction:**

I am writing in relation to the case titled [Case Name], Case No. [Case Number], currently before your court. I represent [Your Client's Name] in this matter.

**2. Background:**

This correspondence pertains to [brief explanation, e.g., "a request for an extension of the filing deadline for additional evidence"].

**3. Specific Request/Update:**

I respectfully request [specific action or relief, e.g., "the court to grant an extension until

[date] to submit relevant documents"]. This request is made in the interest of ensuring the case is fully supported by the necessary evidence.

#### **4. Conclusion:**

I appreciate the court's attention to this matter and am available to provide further clarification or attend a hearing if necessary.

**Sincerely,**

[Your Name]

[Your Title/Position, e.g., Attorney-at-Law]

[Your Firm's Name, if applicable]