### horizontal line**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]