

[Court Appearance or Hearing Letter]

{Date}

{Name}
{Company Name}
{Address 1}
{Address 2}
{City, State, Zip Code}

Re: [Case Name & Number]

Dear {Salutation}:

Your case has been set for jury trial on _____ at _____ o'clock in the county courthouse, located at _____ in _____. Your case is before Judge _____ in courtroom _____.

You will find it most convenient to park [specify parking lots, etc.]. Judge _____'s courtroom is located on the _____ floor. I will meet you [location] at _____ o'clock the day of the trial.

You must plan to be present for this. If you have any questions, please feel free to call.

Sincerely,

Firm Name
Lawyer Name