

[Sender Name/Organization]  
[Sender Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**RE: NOTICE OF PRELIMINARY HEARING**

Case Number: [Insert Case Number]  
Matter: [Insert Name of Matter/Case Name]

Dear [Recipient Name],

This letter serves as formal notice that a preliminary hearing regarding the above-referenced matter has been scheduled. The purpose of this hearing is to [briefly state purpose, e.g., determine if there is sufficient evidence to proceed to trial / address preliminary motions].

The hearing is scheduled as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Courtroom Number, Building Name, and Address]
- **Presiding Official:** [Insert Name of Judge/Hearing Officer]

You are required to attend this hearing. Please ensure that you arrive at least [Number] minutes before the scheduled start time. If you have legal representation, your attorney should be present with you.

Failure to appear at this scheduled hearing may result in [state consequences, e.g., a warrant being issued / a default judgment / the dismissal of the case].

If you have any questions or need to request a rescheduling due to an emergency, please contact the [Court Clerk/Office Name] at [Phone Number] no later than [Number] days prior to the hearing date.

Sincerely,

[Signature]  
[Printed Name]  
[Title/Position]