

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Opposing Party Name/Attorney Name]

[Opposing Party Address]

[City, State, Zip Code]

Re: [Case Name]

Case Number: [Case Number]

Dear [Name of Recipient],

PLEASE TAKE NOTICE that a hearing for the [**Title of Motion, e.g., Motion for Summary Judgment**] filed by [Moving Party Name] is scheduled to be heard on the following date and time:

- **Date:** [Hearing Date]
- **Time:** [Hearing Time]
- **Department/Courtroom:** [Courtroom Number]
- **Judge/Commissioner:** [Name of Judge]
- **Location:** [Court Name and Full Address]

This hearing will be conducted [In-Person / Remotely via Zoom or Teleconference]. [If remote, include login details or link here].

Any written response or opposition to this motion must be filed with the court and served upon the undersigned no later than [Deadline Date], in accordance with [Local Court Rule Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Bar Number if applicable]

cc: [List any other parties served]