

[Your Name/Law Firm Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Date]

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

RE: NOTICE OF FINAL DISPOSITION HEARING

Case Name: [Case Name]
Case Number: [Court Case Number]

Dear [Recipient Name],

Please take notice that a Final Disposition Hearing for the above-referenced case has been scheduled. The purpose of this hearing is to reach a final resolution and judgment regarding this matter.

The hearing details are as follows:

- **Date:** [Hearing Date]
- **Time:** [Hearing Time]
- **Location/Courtroom:** [Court Name, Address, and Room Number]
- **Judge/Magistrate:** [Name of Presiding Official]

You are hereby notified that your attendance is mandatory. Failure to appear at the time and place specified above may result in a judgment being entered against you or the dismissal of your claims.

Please bring all relevant documents, evidence, and witnesses necessary to support your position to the hearing. If you require a language interpreter or special accommodations due to a disability, please contact the Clerk of Court immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Role]

cc: [List names of other parties or attorneys notified]