

[Your Name or Law Firm Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

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

**RE: Notice of Status Conference Hearing**

Case Name: [Case Name/Style]  
Case Number: [Court Case Number]  
Court: [Name of Court and Department/Division]

Dear [Recipient Name],

Please take notice that a Status Conference for the above-referenced matter has been scheduled as follows:

**Date:** [Date of Hearing]  
**Time:** [Time of Hearing]  
**Location:** [Courtroom Number/Physical Address or Remote Link]

The purpose of this conference is to discuss the current status of the case, address any outstanding discovery issues, and establish a schedule for future proceedings.

Attendance is required by [all parties/counsel of record]. If this hearing is being held via video or teleconference, please use the following credentials: [Insert Meeting ID/Password or "See Attached"].

Please contact my office if you have any questions regarding this notice.

Sincerely,

[Signature]  
[Printed Name]