

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

[Date]

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

**RE: NOTICE OF HEARING FOR DEFAULT JUDGMENT**

Case Name: [Plaintiff Name] vs. [Defendant Name]  
Case Number: [Case Number]  
Court: [Court Name, e.g., County Superior Court]

To the Defendant named above:

PLEASE TAKE NOTICE that a hearing on the Application for Default Judgment filed by the Plaintiff will be held at the following date, time, and location:

**Date:** [Hearing Date]  
**Time:** [Hearing Time]  
**Department/Courtroom:** [Courtroom Number]  
**Address:** [Full Court Address]

This hearing has been scheduled because you have failed to file a formal response or answer to the Complaint served upon you within the legally required timeframe. At this hearing, the Plaintiff will request that the Court enter a final judgment against you for the relief sought in the Complaint, including [mention damages, e.g., monetary compensation, interest, and legal costs].

You have the right to appear at this hearing to contest the entry of this judgment. If you fail to attend the hearing, the Court may enter a Default Judgment against you without further notice, which may result in the garnishment of wages, seizure of property, or liens placed against your assets.

It is recommended that you seek legal counsel immediately.

Sincerely,

[Your Signature]

[Your Printed Name]