

[Your Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

RE: NOTICE OF TELEPHONIC HEARING

Case Name: [Case Name]

Case Number: [Case Number]

To All Interested Parties:

PLEASE TAKE NOTICE that a hearing regarding [Title of Motion or Matter to be Heard] has been scheduled in the above-referenced case. This hearing will be conducted **telephonically**.

Hearing Details:

- **Date:** [Date of Hearing]
- **Time:** [Time of Hearing, e.g., 10:00 AM]
- **Judge/Presiding Officer:** [Name of Judge]

Connection Instructions:

- **Dial-in Number:** [Insert Phone Number]
- **Access Code/Meeting ID:** [Insert Code]
- **Participant PIN:** [Insert PIN, if applicable]

Please dial in at least five minutes prior to the scheduled start time. You are requested to keep your line on mute unless you are speaking to the court. If you have any exhibits to present, they must be submitted to the court and opposing parties by [Date].

If you have any questions or are unable to connect at the time of the hearing, please contact [Contact Name] at [Contact Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]