April 25, 2023

Jane Doe

123 Fourth Ave.

Cityville, Statinsas 12345

Phone: 501-555-5551

Email: janed@gmail.com

**RE: Notice of Court Appearance**

Dear Client Jane,

I hope this letter finds you well. We are writing to advise you of an upcoming court date that requires your appearance. Please find the details of the hearing below.

Hearing Type: Trial

Hearing Date: Friday, May 5, 2023

Hearing Location: Pulaski County Circuit Court, Room: Room 4100

 401 West Markham

 Little Rock, Arkansas, 72201

Your trial is the most important court hearing in your case. It is our opportunity to convince the judge or jury that the state cannot prove your guilt beyond a reasonable doubt. It is critical that you show up to court early, are well-dressed, and that you bring the character witnesses we discussed the last time we met.

Please call our office at (501) 555-7748 to schedule a pre-trial consultation as soon as possible.

Very Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cory Bates-Rogers

*Attorney at Law*