

Date: [Current Date]

To: [Tenant Name]

Address: [Property Address]

Subject: NOTICE OF UPCOMING COURT HEARING

Dear [Tenant Name],

This letter serves as a reminder regarding the eviction hearing scheduled in the matter of [Case Number/Name].

The hearing is scheduled to take place as follows:

- **Date:** [Hearing Date]
- **Time:** [Hearing Time]
- **Location:** [Court Name and Room Number]
- **Court Address:** [Full Court Address]

Please be advised that your attendance is required. Failure to appear at this hearing may result in a default judgment being entered against you for possession of the premises and any outstanding rent or damages claimed.

If you have any questions regarding the court process, you should contact the court clerk or seek legal counsel immediately.

Sincerely,

[Your Name/Landlord Name]

[Your Phone Number]

[Your Email Address]