

YOUR NAME
YOUR ADDRESS
YOUR CITY, STATE, ZIP
YOUR PHONE NUMBER

DATE

Court Clerk
COURT NAME
COURT ADDRESS
COURT CITY, STATE, ZIP

Dear Sir or Madam:

I would like to request a continuance of the hearing currently scheduled for CURRENT TRIAL DATE relating to citation #NUMBER. The reason for this request is REASON.

Respectfully submitted,

YOUR NAME

(Mail the request to the court via registered or receipt returned certified letter, or file it in person with the clerk of courts. Send or deliver a copy to the prosecutor, and keep a copy for your own records.)