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How to write a letter to judge

A letter to a judge is written in business letter format. Start with your address and contact details, then write a date followed by the court/judge's address, after that salute the judge and open your letter by introducing yourself and telling the purpose of your letter, proceed by writing all relevant facts and evidence capable of achieving the goal of your letter and convincing the judge to take it into consideration, Close your letter by emphasizing the reasons why a judge should consider your letter, pressing your demand, and expressing gratitude.

Basic steps

1. Step 1: Clarify your purpose
2. Step 2: Gather important details
3. step 3: Start to write your letter
 - a. Your address
 - b. Date of the letter
 - c. Court/judge address
 - d. Subject line
 - e. The first paragraph of your letter must clearly tell the judge why you are writing it. It must serve the three Ws; *Who, Why, and What*. It must show who is writing or to whom the letter is written on behalf, why is the letter written, and for what purpose is sought to address. If you are writing a letter to request a license for your friend state it or if it is the request to drop a charge state it.
 - f. The body paragraphs of the letter to a judge should include all relevant facts and evidence capable to accomplish the purpose of your letter and persuading the judge to consider it.
 - g. The closing paragraphs of the letter to the judge should; insist on the reasons why a judge should take your letter seriously, press your demand and express gratitude.
4. step 4: Deliver the letter
5. Step 5: Save a copy

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