**Subject: «TRCourtQID»** «Party1» v. «Party2» Spellings/Info Needed

Hello there «Mrms». «LastName»,

I am writing in regards to a transcript for the following hearing:

**Case Name:** «Party1» v. «Party2»

**Case No.:** «CaseNumber1» | «CaseNumber2»

**Hearing Date:** «HearingDate», «HearingStartTime»

**Judge:** «Judge»

**Audio Length:** Approx. «AudioLength» minutes

I need the following information to complete your transcript.

Let me know if you have any questions.  Thank you very much and have a great day.

Sincerely,

cid:image005.jpg@01D1E657.1A3C55C0

Erica L Ingram

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