

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Clerk of Court's Name]
[Jury Duty Office Name]
[Court's Address]
[City, State, Zip Code]

Dear [Clerk of Court's Name],

Subject: Jury Duty Summons Response

I hope this letter finds you well. I am writing to respond to the jury duty summons I received, dated [date of summons].

[State reason for response (e.g., request for deferral, exemption, or confirmation of attendance).]

Thank you for your attention to this matter. Please let me know if you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]