

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

[Courthouse Name]
[Courthouse Address]
[City, State, ZIP Code]

Subject: Jury Duty Compliance

Jury Summons Number: [Insert Number]

Dear [Clerk's Name or "Jury Coordinator"],

I am writing to confirm my compliance with the jury summons I received on [Date of Summons]. I understand the importance of serving on a jury and am committed to fulfilling my civic duty.

I am available for the scheduled date of [Insert Date]. Should there be any changes or additional information required, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Optional: Your Juror ID Number]