

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

Dear [Recipient Name],

I am writing to confirm my jury duty service scheduled for [Date] at [Time] at [Court Name]. I understand that my presence is required for selection as a juror for [case type or case number, if known].

Please let me know if there are any additional steps I need to take prior to my appearance or if there are any changes to the schedule.

Thank you for this opportunity to serve.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]