

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

[Recipient Name]
[Recipient Title]
[Courthouse Name]
[Courthouse Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Jury Duty Notification

I am writing to inform you that I have received a notification for jury duty scheduled on [Date]. My juror identification number is [Juror ID Number].

Please confirm if there are any specific instructions or additional information I need to be aware of prior to my service.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]