

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of Court's Name]
[Jury Administration Office]
[Address of Court]
[City, State, Zip Code]

Dear [Clerk of Court's Name or "To Whom It May Concern"],

Subject: Jury Duty Summons Response

I am writing to respond to the jury duty summons I received for [Date of Summons]. My juror ID number is [Your Juror ID].

[State your reason for exemption, postponement, or any relevant information regarding your jury duty status. Be concise and clear.]

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]