

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

Dear [Clerk of Court's Name],

Subject: Jury Duty Summons Response

I am writing in response to the jury duty summons I received dated [Date of Summons]. My juror ID number is [Your Juror ID Number].

[Briefly state your reason for responding, e.g., requesting a postponement, excusal, etc. Include any necessary details supporting your request.]

Thank you for your attention to this matter. I appreciate your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]