

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

Subject: Letter of Attendance for Jury Duty

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to confirm my attendance for jury duty on [date] at [court name or location]. I understand the importance of serving as a juror and am committed to fulfilling this civic responsibility.

Please let me know if you require any additional information or documentation to verify my attendance.

Thank you for the opportunity to serve.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]