

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

Dear [Recipient's Name],

Subject: Jury Duty Summons Response

I hope this letter finds you well. I am writing to respond to the jury duty summons I received on [Date of Summons].

[Explain your situation regarding the jury duty summons here. Include any relevant details about your availability, any hardships, or requests for deferral/exemption, if applicable.]

I appreciate the importance of jury service and assure you that I will fulfill my obligations to the best of my ability. Please let me know if there are any additional documents or information you require regarding my situation.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror Identification Number (if applicable)]