

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

Dear [Recipient Name],

I am writing to confirm my attendance for jury duty on [Date of Jury Duty] as instructed by the summons dated [Date of Summons]. I arrived at the court at [Time of Arrival] and checked in as required.

Please let me know if you require any further information or documentation regarding my attendance.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]