

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Clerk's Office Name]  
[Jury Duty Office Address]  
[City, State, ZIP Code]

Dear [Clerk's Name or "Jury Duty Clerk"],

Subject: Response to Jury Duty Summons

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

[If you are requesting a deferment or excusal, briefly explain your reason, e.g., "I am currently experiencing a medical issue that prevents me from serving."]

I would appreciate your consideration of my request and look forward to your response.

Thank you for your understanding.

Sincerely,  
[Your Name]