

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

[Recipient's Name]
[Recipient's Title]
[Recipient's Address]
[City, State, ZIP Code]

Subject: Validation of Jury Duty Service

Dear [Recipient's Name],

I am writing to formally validate my recent jury duty service. I was summoned to appear for jury selection at [Court Name] on [Date of Service].

Attached to this letter is a copy of my jury duty summons for your records.

Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]