

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Court Name]  
[Court Address]  
[City, State, ZIP Code]

Dear [Clerk of Court's Name or "To Whom It May Concern"],

Subject: Jury Duty Notification

I am writing to acknowledge the receipt of my jury duty summons dated [insert date of summons]. I understand that I am required to appear for jury duty on [insert date] at [insert time] at [insert court location]. I appreciate the opportunity to participate in the justice system and will ensure my attendance as instructed. Should I have any scheduling conflicts or require further assistance, I will reach out to your office promptly.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror ID Number (if applicable)]