

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

Dear [Clerk of Court's Name],

I am writing in response to the jury duty notification I received dated [date of notification].

I would like to confirm my attendance for the jury duty scheduled on [date of jury duty]. However, if there are any changes or if you require additional information from me, please let me know.

Thank you for the opportunity to serve.

Sincerely,
[Your Name]