

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

Dear [Judge's Name],

I am writing to formally confirm my attendance for jury duty as scheduled on [date]. I understand the importance of fulfilling this civic responsibility and am prepared to participate fully in the proceedings. If there are any specific instructions or documents I should bring, please let me know at your earliest convenience. Thank you for your attention, and I look forward to serving.

Sincerely,
[Your Name]