

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for jury duty as requested in the summons I received on [date of summons]. Enclosed with this letter, you will find a copy of the summons for your reference.

I am available for jury duty during the period specified in the summons and am prepared to fulfill my civic duty to the best of my abilities.

Please let me know if there are any additional forms or documents that I need to provide, or if you require any further information to process my application.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]