

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

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

Subject: Inquiry Regarding Jury Duty Eligibility

I hope this letter finds you well. I am writing to inquire about my eligibility for jury duty. I have recently received a summons and would like to confirm my eligibility status due to [briefly explain any relevant circumstances, e.g., health issues, prior commitments, etc.].

My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Juror ID: [Your Juror ID from the summons, if applicable]

I appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]