

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

Dear [Clerk of Court's Name],

I am writing to confirm my receipt of the jury duty summons dated [Date of Summons]. I understand that I am scheduled to appear for jury duty on [Date of Jury Duty] at [Time].

I appreciate the opportunity to fulfill this civic duty and will be present as instructed.

Should there be any additional information or requirements needed beforehand, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,  
[Your Name]