

[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],

I am writing to confirm my participation in jury duty as scheduled for [date] at [time] at [location]. I understand my obligation to appear and will make the necessary arrangements to ensure my attendance.

Thank you for the opportunity to serve.

Sincerely,

[Your Name]

[Your Juror ID or Summons Number, if applicable]