

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Jury Duty Office/Department]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about my upcoming jury duty scheduled for [insert date], as I have some questions and concerns regarding the process.

[Briefly explain your inquiry or concern, e.g., request for rescheduling, clarification on requirements, etc.]

I would appreciate any information you can provide regarding this matter. Thank you for your attention to my inquiry, and I look forward to your prompt response.

Sincerely,
[Your Name]