

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Courthouse Name]
[Courthouse Address]
[City, State, ZIP Code]

Subject: Jury Duty Response

Dear [Court Clerk's Name or "To Whom It May Concern"],
I am writing in response to the jury summons I received on [Date of Summons]. My juror identification number is [Juror ID Number].
[Explain your reason for response, e.g., request for postponement, exemption, etc. Be concise and clear.]

I appreciate your attention to this matter and look forward to your response.

Thank you.

Sincerely,
[Your Name]