

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

[Recipient Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Jury Duty Notification

We are writing to inform you that you have been selected for jury duty on [date] at [location]. Please arrive by [arrival time] to complete the necessary check-in procedures.

If you have any questions or need to request a postponement or exemption, please contact the court at [court's contact information].

Thank you for your cooperation in this civic responsibility.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]