

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

Dear [Clerk of Court's Name],

I am writing to formally apply for jury duty as requested in the summons I received dated [insert date of summons]. I understand the importance of serving on a jury and am prepared to fulfill this civic responsibility. Please find my details as requested:

- Full Name: [Your Full Name]
- Address: [Your Address]
- Date of Birth: [Your Date of Birth]
- Occupation: [Your Occupation]
- Employer: [Your Employer's Name]

Should you require any additional information or documentation, 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]