

[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],

Subject: Jury Duty Summons Response

I am writing to respond to the jury duty summons received on [date of receipt]. My juror identification number is [juror ID number].

[State your request, reason for deferment, or any other information relevant to your situation. Be clear and concise.]

I appreciate your attention to this matter and look forward to your guidance on how to proceed.

Thank you for your consideration.

Sincerely,
[Your Name]