

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Jurisdiction/Court Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name or Jury Coordinator],  
Subject: Jury Duty Application

I hope this letter finds you well. I am writing to formally apply for jury duty service as a [Your Profession, e.g., software engineer, teacher, lawyer] residing in [Your City/County]. I understand the importance of civic duty and am eager to participate in the judicial process.

As a [briefly describe your professional background, e.g., dedicated professional with over 10 years of experience in the industry, etc.], I believe I can contribute a unique perspective to the jury. My experience in [mention any relevant experience or skills that may aid the jury process] will help ensure a fair deliberation.

Please find attached [any required documents, if applicable, e.g., proof of residency, employment verification, etc.]. I am available for jury duty starting [mention dates or any scheduling preferences], and I can be reached at [your phone number/email] for any further information.

Thank you for considering my application. I look forward to fulfilling my civic responsibility.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]