

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

[Recipient's Name]  
[Recipient's Title]  
[Courthouse Name]

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

Dear [Recipient's Name],

Subject: Jury Duty Application

I am writing to formally apply for jury duty as per the summons received on [summons date]. Enclosed, please find the necessary supporting documents to facilitate my application.

Attached Documents:

1. Copy of Jury Summons
2. Proof of Residency (e.g., utility bill, lease agreement)
3. [Any other relevant documents, if applicable]

I appreciate your consideration of my application and look forward to fulfilling my civic duty.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]