

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

[Recipient's Name]
[Recipient's Title]
[Court Name]

[Court Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: Jury Duty Application

I hope this message finds you well. I am writing to formally apply for jury duty as per the summons I received dated [insert summons date]. I am available for service on the dates mentioned in the summons and am willing to fulfill my civic duty. Please find my information as follows:

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

I understand the importance of jury duty and am ready to contribute to the justice system. If there are any additional documents or information you require, please do not hesitate to contact me.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

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