

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

Dear [Clerk of Court's Name],
I am writing to formally apply for jury duty as requested in the jury summons I received on [date of summons]. My juror identification number is [Juror ID Number].

I understand the importance of serving as a juror and am willing to fulfill my civic duty. Please let me know if there are any specific instructions or documents required for my application.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

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