

[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: Response to Jury Duty Summons

I hope this letter finds you well. I am writing in response to the jury duty summons I received for [insert date] under the juror number [insert juror number].

[State your reason for response, e.g., request for postponement, excuse from duty, or acknowledgment of service.]

For your consideration, [briefly explain your circumstances or provide necessary documentation, if applicable].

I appreciate your understanding and attention to this matter. Please let me know if you require any additional information or documentation.

Thank you for your time.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]