[Court Name]
[Court Address]
[City, State, Zip Code]
[Phone Number]

[Date]

RE: JURY SERVICE VERIFICATION

To Whom It May Concern,

This letter serves as official verification that **[Juror's Full Name]** has reported for jury service at **[Court Name]** in accordance with a legal summons.

The individual named above attended jury service on the following date(s):

- [Date 1]
- [Date 2]

Daily hours of attendance were from [Start Time] to [End Time].

Under applicable laws, an employer shall not deprive an employee of employment, or threaten or otherwise coerce the employee regarding employment, because the employee receives a summons, responds to it, serves as a juror, or attends court for prospective jury service.

If you have any questions regarding this attendance verification, please contact the Jury Commissioner's Office at [Phone Number].

Sincerely,

[Signature of Court Official/Clerk]
[Printed Name of Court Official]
[Title]
[Court Seal/Stamp]