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

[Date]

[Court Name]
[Jury Commissioner/Office Name]
[Court Address]
[City, State, Zip Code]

RE: Jury Duty Summons Acknowledgment
Juror ID Number: [Insert Number]
Summons Date: [Insert Date]

To the Jury Commissioner,

I am writing to formally acknowledge receipt of the jury summons for the term beginning on [Start Date].

Please find the completed Juror Qualification Questionnaire enclosed as required. I confirm that I am eligible to serve and will report to the [Court Name] at [Time] on the scheduled date, unless I am notified otherwise by the court.

If there are any changes to the schedule or if further documentation is required, please contact me at [Your Phone Number] or [Your Email Address].

Thank you for your time and assistance.

Sincerely,

[Your Signature]

[Your Printed Name]