

# Jury Duty Attendance Acknowledgment

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Court Name]

[Court Address]

[City, State, Zip Code]

Dear [Court Official's Name],

I am writing to formally acknowledge my attendance for jury duty on [Date of Jury Duty]. I was present at the court as instructed, and I appreciate the opportunity to fulfill my civic duty.

Please feel free to contact me if you need any further information regarding my attendance.

Thank you for your attention.

Sincerely,

[Your Name]