

Jury Duty Compensation Request

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Court Name]

[Court Address]

[City, State, ZIP Code]

Dear [Court Clerk's Name],

I am writing to formally request compensation for my recent jury duty service, which took place on [Insert Dates]. I served on a jury in [Case Name or Number] and attended each scheduled day as required.

As per the guidelines provided by the court, I understand that I am eligible for compensation for my time and any related expenses. Attached to this letter, you will find a copy of my jury duty summons, along with my completed compensation form.

I kindly ask that you process my request at your earliest convenience. Should you need any additional information, please feel free to contact me at the phone number or email address listed above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]