

Jury Duty Service Confirmation

Date: [INSERT DATE]

Recipient's Name: [INSERT NAME]

Recipient's Address: [INSERT ADDRESS]

Dear [RECIPIENT'S NAME],

This is to confirm that you have been summoned for jury duty service.

Date of Service: [INSERT DATE]

Location: [INSERT LOCATION]

Time: [INSERT TIME]

Please arrive promptly and bring this confirmation with you. If you have any questions or need assistance, feel free to contact our office at [INSERT CONTACT INFORMATION].

Thank you for your civic duty.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[COURT NAME]