

Jury Duty Summons

Date: [Insert Date]

Dear [Recipient's Name],

You are hereby summoned to serve on a jury for the [Court Name] on [Summons Date]. Please report to [Location] at [Time].

If you have any questions or need to reschedule, contact the court at [Court Contact Information].

Your service is essential to the judicial process, and we appreciate your cooperation.

Sincerely,

[Sender's Name]

[Sender's Title]

[Court Name]