

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of the Court's Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Dear [Clerk of the Court's Name],

Subject: Appeal for Jury Duty Summons [Your Summons Number]

I hope this letter finds you well. I am writing to formally appeal my summons for jury duty received on [Date of Summons]. Due to [briefly explain your reason, e.g., medical reasons, financial hardship, prior commitments], I am unable to serve on this jury duty date of [Date of Jury Duty].

[Provide additional details if necessary to support your case, including any attached documentation.]

I kindly request that my summons be excused or rescheduled to a later date. I appreciate your understanding and consideration in this matter. Thank you for your attention to my appeal. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]