

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

Dear [Clerk's Name or "To Whom It May Concern"],

Subject: Request for Jury Duty Excusal

I am writing to formally request an excusal from jury duty scheduled for [date] due to [briefly explain reason, e.g., a medical issue, personal obligation, etc.].

[Optional: Provide any supporting details or documentation if necessary.]

I appreciate your understanding of my circumstances and kindly request that you grant my request for an excusal.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]