

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

Re: Request for Hardship Exemption from Jury Duty

Dear [Clerk's Name],

I am writing to respectfully request an exemption from jury duty scheduled for [date] due to a significant hardship.

I understand the importance of jury service, but I am currently facing [briefly explain your hardship, e.g., financial difficulties, medical issues, caregiving responsibilities, etc.].

[Provide specific details about your situation and how it impacts your ability to serve, such as: "As the primary caregiver for my elderly parent, who requires daily assistance, my absence would place a severe burden on our family."]

I have attached relevant documentation to support my request, including [mention any supporting documents, such as a doctor's note or financial statements].

Thank you for considering my situation. I appreciate your understanding and hope for a favorable response.

Sincerely,

[Your Name]