

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Termination

I hope this letter finds you well. I am writing to formally request the termination of my jury duty service scheduled for [date of jury duty]. Due to [brief explanation of your reason, e.g., medical issues, personal hardships, prior commitments], I am unable to fulfill my obligation at this time.

I understand the importance of jury service and assure you that this request is made with respect for the court's requirements. Included with this letter are any necessary documentation to support my request.

Thank you for your understanding and consideration. I look forward to your favorable response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror ID (if applicable)]