

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

Dear [Clerk of Court's Name],

Subject: Request to Decline Jury Duty

I hope this message finds you well. I am writing to inform you that I have received a summons for jury duty scheduled for [date of jury duty] and, regrettably, I must decline my participation.

[Explain your reason for declining jury duty, e.g., medical reasons, financial hardship, pre-existing commitments, etc.].

I understand the importance of fulfilling civic duties and assure you that my decision was made after careful consideration. If required, I can provide additional documentation to support my request.

Thank you for your understanding. Please let me know if there are any further steps I need to take or forms I need to submit.

Sincerely,

[Your Name]