

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

Dear [Clerk of Court's Name/ Jury Coordinator],
I am writing to formally request an excusal from jury duty for [Date of Jury Duty] due to [brief explanation of reason, e.g., medical reasons, financial hardship, pre-existing commitments].

I understand the importance of jury service and do not take this request lightly. [Optional: Briefly mention any supporting documentation if applicable, such as a doctor's note or employer letter.]

Thank you for your consideration. I hope to resolve this matter swiftly and am willing to provide any further information if needed.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]