

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

Dear [Clerk's Name],

Subject: Request for Jury Duty Exemption

I hope this letter finds you well. I am writing to formally request an exemption from jury duty scheduled for [date of jury duty] due to [brief explanation of the reason, e.g., medical conditions, financial hardship, caregiving responsibilities, etc.].

[Provide any additional details or documentation supporting your request if needed.]

I appreciate your consideration of my request and look forward to your understanding. Please let me know if you require any further information. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror ID Number (if applicable)]