

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request to be excused from jury duty scheduled for [date of jury duty] due to [brief explanation of reason, e.g., medical issues, financial hardship, family obligation, etc.].

I understand the importance of jury duty and appreciate the opportunity to serve; however, [elaborate briefly on your situation, if comfortable]. I have attached [any relevant documents, if applicable] to support my request. I kindly ask for your understanding and consideration regarding my situation.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]