

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Cancellation

I hope this letter finds you well. I am writing to formally request the cancellation of my jury duty service scheduled for [date]. My juror identification number is [Juror ID Number].

Due to [briefly explain your reason, e.g., a medical emergency, personal hardship, prior commitment, etc.], I am unable to fulfill this obligation at this time.

I have attached [any supporting documents, if applicable] to verify my circumstances.

Thank you for your understanding and consideration of my request. I appreciate your assistance in this matter and look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]