

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Clerk of Court's Name]
[Address of Court]
[City, State, Zip Code]

Re: Jury Duty Hardship Claim - [Your Jury Summons Number]

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty service scheduled for [insert date] due to significant hardship.

[Briefly explain the nature of your hardship, e.g., medical issues, financial difficulties, caregiving responsibilities, etc. Make sure to provide enough detail to clarify your situation without compromising your privacy.]

I have enclosed relevant documentation to support my claim, including [list any documents you are including, such as medical records, financial statements, or caregiver obligations].

I appreciate your understanding and consideration of my circumstances.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]