

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

Dear [Clerk of Court's Name],

I am writing to request an excuse from jury duty scheduled for [date] due to [reason for excuse, e.g., medical reasons, a family emergency, pre-planned travel, etc.].

I have enclosed [any supporting documents, if applicable, e.g., a doctor's note, travel itinerary].

I appreciate your attention to this matter and hope for your understanding regarding my request. Please let me know if you require any further information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]