

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

Dear [Clerk of the Court's Name],

Subject: Appeal for Jury Duty Exemption

I am writing to formally appeal my recent jury duty summons dated [insert date of summons], with jury identification number [insert ID number].

I understand the importance of civic duty; however, due to [briefly explain your reason, e.g., medical issues, personal hardship, pre-existing commitments], I respectfully request to be excused from serving on this jury.

[Provide any supporting details or documentation, if necessary.]

I appreciate your consideration of my request and look forward to your compassionate understanding in this matter.

Thank you for your attention.

Sincerely,

[Your Name]