

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

Dear [Recipient Name],

Subject: Letter of Non-Compliance Regarding Jury Duty

I hope this message finds you well. I am writing to formally address my recent non-compliance with the jury duty summons issued to me on [date of summons].

Unfortunately, due to [briefly explain reason, e.g., medical emergency, personal matter, etc.], I was unable to fulfill my civic duty as required. I understand the importance of jury duty and sincerely apologize for any inconvenience my absence may have caused.

I kindly request guidance on how to proceed from here. If possible, I would like to discuss rescheduling my jury service for a later date.

Thank you for your understanding. I look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]