

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

Dear [Clerk of Court's Name],

Subject: Request for Excusal from Jury Duty

I hope this letter finds you well. I am writing to formally request an excusal from jury duty scheduled for [insert date] due to [briefly explain your special circumstances, e.g., medical issues, family obligations, educational commitments, etc.].

I understand the importance of fulfilling civic duties; however, [elaborate on your circumstances and how they prevent you from serving].

Attached are relevant documents to support my request, including [list any attached documents, e.g., medical notes, school schedules, etc.].

I would greatly appreciate your consideration of my situation, and I hope to be able to serve at a later date if possible. Thank you for your understanding.

Sincerely,

[Your Name]