

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty scheduled for [Date of Jury Duty] due to [specific reason: medical, educational, financial hardships, etc.]. [Briefly explain your situation in a few sentences, providing any necessary details without violating privacy.]

I understand the importance of civic duty and the role of jury service in our justice system. However, under my current circumstances, I am unable to fulfill this obligation.

I have attached [any supporting documents, if applicable] for your consideration.

Thank you for considering my request. I look forward to your understanding and am hopeful for a favorable response.

Sincerely,

[Your Name]

[Signature, if sending a hard copy]