

[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 [date] due to [reason for absence, e.g., a personal obligation, medical issue, etc.].

[Provide a brief explanation of your situation, ensuring to include any relevant details that support your request without disclosing unnecessary personal information.]

I have the utmost respect for the judicial process and understand the importance of jury service. However, [reiterate your reason for being unable to attend].

I would appreciate your understanding and consideration of my request. If necessary, I can provide documentation to support my absence.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]