

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

Dear [Judge's Name or Jury Coordinator],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty scheduled for [date of jury duty], as I believe I qualify for an exemption under [specific reason, e.g., medical issues, financial hardship, caregiving responsibilities].

[Briefly explain your situation and reason for the exemption request, providing any necessary details or documentation if applicable.]

I understand the importance of participating in jury duty and assure you that I value my civic responsibilities. However, under the circumstances, I kindly ask for your consideration regarding my request for exemption. Thank you for your time and attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]