

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Juror Coordinator's Name]  
[Courthouse Name]  
[Court Address]  
[City, State, ZIP Code]

Dear [Juror Coordinator's Name],  
I hope this letter finds you well. I am writing to formally request an  
excuse from jury duty scheduled for [date] due to my status as a full-  
time student at [Your School/University Name].

As a student, I have ongoing academic commitments that require my  
immediate attention, including [briefly mention any specific obligations,  
such as classes, exams, or projects]. Attending jury duty at this time  
would significantly impact my ability to fulfill my educational  
responsibilities.

I kindly ask for your understanding and consideration of my situation. If  
necessary, I am willing to provide documentation from my school to verify  
my current enrollment and obligations.

Thank you for your time and understanding. I look forward to your  
response.

Sincerely,

[Your Name]  
[Your Student ID (if applicable)]