

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

Dear [Clerk of Court's Name],

Subject: Jury Duty Response

I am writing in response to the jury duty summons I received on [date of summons]. Thank you for the opportunity to serve. However, I would like to inform you that I have [reason for your request, e.g., a scheduling conflict, medical issue, etc.].

I kindly request to be excused from jury duty or to reschedule my appearance to a later date. I understand the importance of jury service and am willing to fulfill this obligation at a future time.

Please let me know if any additional information is required to support my request.

Thank you for your understanding.

Sincerely,

[Your Name]