

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of the Court's Name]
[Jury Administration Office]
[Courthouse Address]
[City, State, ZIP Code]

Dear [Clerk of the Court's Name],

Subject: Appeal of Jury Duty Summons Decision

I hope this message finds you well. I am writing to formally appeal my recent jury duty summons dated [insert date of summons], with the juror identification number [insert juror number]. I would like to request reconsideration of my eligibility to serve due to [briefly explain your reason, e.g., medical issues, financial hardship, caregiving responsibilities, etc.].

[Provide a detailed explanation of your situation, including any relevant documentation or supporting evidence if necessary.]

I understand the importance of fulfilling civic duties, but I believe my circumstances warrant an exemption or deferral at this time. If possible, I would appreciate a chance to discuss this matter or provide any additional information needed to support my appeal.

Thank you for your attention to this matter. I look forward to your understanding and assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Juror Number]