

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Jurisdiction/Court Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of my inability to attend jury duty scheduled for [date of jury duty] due to [reason for absence, e.g., a medical issue, a family emergency, etc.].

I understand the importance of fulfilling civic duties and regret any inconvenience my absence may cause. I have attached [any supporting documentation, if applicable] for your reference.

Please let me know if I need to take any further steps or if rescheduling my jury duty is possible.

Thank you for your understanding.

Sincerely,
[Your Name]