

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of the Court]
[County/City Court Name]
[Address of the Court]
[City, State, Zip Code]

Dear [Clerk of the Court's Name or "To Whom It May Concern"],
I hope this letter finds you well. I am writing to formally request to be
excused from jury duty, scheduled for [insert date].

The reason for my request is [briefly explain your reason, e.g., medical
issues, financial hardship, pre-existing commitments].

I have attached any relevant documentation to support my request. I
sincerely appreciate your understanding and consideration in this matter.
Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]