

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

Dear [Clerk of Court's Name],

I am writing to formally resign from my obligation to serve on jury duty scheduled for [date]. Unfortunately, due to [reason for resignation, e.g., a personal matter, health issues, financial hardship], I am unable to fulfill this civic duty at this time.

I apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please let me know if there are any additional steps I need to take to complete my resignation.

Thank you for your attention to this request.

Sincerely,
[Your Name]