

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Cancellation

I hope this message finds you well. I am writing to formally request the cancellation of my jury duty summons scheduled for [insert date], as referenced in the summons number [insert summons number].

Due to [briefly explain reason, e.g., a medical issue, personal obligation, etc.], I am unable to fulfill this duty at the appointed time. I understand the importance of civic responsibility and sincerely apologize for any inconvenience this may cause.

I would greatly appreciate your consideration of this request and any guidance on the next steps in this process. Please let me know if you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]