

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

Dear [Clerk of Court's Name or "To Whom It May Concern"],  
I am writing to request an excuse from jury duty scheduled for [Date] due  
to [brief reason for request, e.g., a medical condition, prior  
commitment, etc.].

I apologize for any inconvenience this may cause and appreciate your  
understanding. If needed, I can provide documentation to support my  
request.

Thank you for your consideration.

Sincerely,

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