

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

Dear [Clerk of Court's Name],

I am writing to request an exemption from jury duty service scheduled on [date of jury duty] due to [reason for exemption, e.g., medical reasons, personal hardship, etc.].

[Briefly explain your situation and why you believe you qualify for an exemption. You may include any necessary details that support your request, such as medical documentation or other relevant information]. I appreciate your understanding of my situation and kindly request your consideration of my exemption.

Thank you for your attention to this matter.

Sincerely,

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