

[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],
I hope this letter finds you well. I am writing to formally resign from my jury duty summons scheduled for [date of jury duty]. Due to [brief explanation of the reason - e.g., personal circumstances, work obligations], I am unable to fulfill my obligation at this time. I apologize for any inconvenience this may cause and appreciate your understanding. Please let me know if you require any further information or documentation regarding my situation.
Thank you for your attention to this matter.

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