

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

Dear [Clerk of Court's Name],

Subject: Request for Withdrawal from Jury Duty

I hope this letter finds you well. I am writing to formally request to be excused from my jury duty obligation scheduled for [date of jury duty].

My juror number is [your juror number].

Due to [brief explanation of reason, e.g., personal circumstances, health issues, prior commitments], I am unable to fulfill this obligation. I appreciate your understanding and consideration of my situation.

I kindly request that my selection be withdrawn, and I am willing to provide any necessary documentation to support my request if needed.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]