

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

Dear [Clerk of Court's Name],
Subject: Jury Duty Resignation

I hope this letter finds you well. I am writing to formally resign from my jury duty service scheduled for [date] due to [brief reason for resignation, e.g., personal obligations, health issues, etc.].

I understand the importance of jury service in our legal system and I regret any inconvenience my resignation may cause. Please let me know if any additional information is required.

Thank you for your understanding.

Sincerely,

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