

[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]