

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

Dear [Clerk of Court's Name],

I am writing to formally resign from my jury duty assignment scheduled for [Date(s) of Jury Duty]. Due to [brief explanation of reason, e.g., personal obligations, work commitments, etc.], I am unable to fulfill this civic responsibility at this time.

I respectfully request to be excused from this jury duty obligation and hope to be considered for future service when my circumstances allow.

Thank you for your understanding in this matter.

Sincerely,

[Your Name]