

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

Dear [Clerk of Court's Name],

I am writing to formally request to be excused from my jury duty obligation scheduled for [date of jury duty].

[Briefly explain your reason for requesting to be excused, e.g., medical reasons, personal circumstances, financial hardship, etc.]

I appreciate your understanding and consideration of my situation. Please let me know if you need any further information or documentation to support my request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Juror ID Number, if applicable]