

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

Dear [Clerk of the Court's Name],

Subject: Request to be Excused from Jury Duty

I hope this letter finds you well. I am writing to formally request to be excused from jury duty initially scheduled for [date] due to [briefly state the reason, e.g., personal hardship, medical issue, scheduling conflict].

I understand the importance of jury duty and appreciate the opportunity to serve; however, [provide any necessary details or documentation to support your request, if applicable].

I kindly ask for your consideration and approval to be released from this obligation. Should you need any further information or documentation, please do not hesitate to contact me.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]