

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

Dear [Clerk of Court's Name],

I am writing to formally resign from my jury duty obligation scheduled for [insert date(s)]. Due to [brief explanation of your reason, e.g., personal circumstances, medical reasons], I am unable to fulfill this requirement at this time.

I understand the importance of jury service and appreciate the role it plays in our judicial system. If necessary, I am willing to provide any documentation to support my request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]