

[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],

I am writing to formally request to be excused from jury duty scheduled for [date]. Unfortunately, due to [brief explanation of reason, e.g., personal circumstances, medical issues, scheduling conflict], I am unable to fulfill this obligation at this time.

I understand the importance of jury duty and regret any inconvenience my absence may cause. I would appreciate your understanding and consideration of my request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]