

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Court Name]  
[Court Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my position as a juror, effective immediately. Due to [brief reason, e.g., unforeseen personal circumstances or scheduling conflicts], I am unable to fulfill my duties as a juror at this time.

I apologize for any inconvenience this may cause and appreciate your understanding regarding my situation. Thank you for the opportunity to serve.

Sincerely,

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