

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Title]  
[Court/Potential Jury Duty Office]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally resign from my role as a juror, effective immediately. Due to [brief reason, if comfortable, e.g., personal circumstances, unforeseen obligations], I am unable to fulfill my commitment to serve.

I appreciate the opportunity to participate in the judicial process and apologize for any inconvenience my resignation may cause.

Thank you for your understanding.

Sincerely,  
[Your Name]