

[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]