

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Jurisdiction/Court Name]  
[Address of the Court]  
[City, State, Zip Code]

Dear [Clerk of Court/ Jury Coordinator's Name],  
Subject: Jury Duty Resignation

I hope this message finds you well. I am writing to formally resign my position as a juror for the upcoming service scheduled for [date of jury service]. Unfortunately, due to [brief reason for resignation, e.g., personal circumstances, work commitments], I am unable to fulfill my jury duty obligation at this time.

I understand the importance of jury duty and appreciate the opportunity to serve. I apologize for any inconvenience my resignation may cause and thank you for your understanding.

Please let me know if further information or documentation is required regarding my resignation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Juror ID Number, if applicable]