

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Name of the Court]  
[Address of the Court]  
[City, State, ZIP Code]

Dear [Clerk of Court's Name],

I hope this message finds you well. I am writing to formally withdraw my engagement in jury duty scheduled for [date of jury duty] due to [brief explanation of reason, e.g., personal circumstances, medical issues, etc.].

I understand the importance of fulfilling civic duties, and I appreciate your understanding in this matter. Please let me know if you require any further information or documentation.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Juror ID number, if applicable]