

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

[Clerk of Court's Name]  
[Clerk of Court's Office]  
[Address of Clerk's Office]  
[City, State, Zip Code]

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

I hope this letter finds you well. I am writing to formally request to be excused from my jury duty service scheduled for [date of jury duty].

Unfortunately, due to [brief explanation of reason, e.g., personal circumstances, health issues, prior commitments], I am unable to fulfill my obligation as a juror.

I understand the importance of jury duty and regret any inconvenience my absence may cause. If necessary, I am willing to provide any documentation required to support my request.

Thank you for your understanding. I appreciate your attention to this matter.

Sincerely,  
[Your Name]