

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

Dear [Clerk of Court's Name],

I am writing to formally request to be excused from jury duty on [date] due to [brief explanation of reason, e.g., medical issues, pre-existing commitments, etc.].

I understand the importance of jury duty and regret any inconvenience my request may cause. I would appreciate your consideration in excusing me from this obligation.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]