

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

[Recipient's Name]
[Courthouse Name]
[Courthouse Address]
[City, State, Zip Code]

Dear [Recipient's Name or "Jury Services Department"],

Subject: Request for Excusal from Jury Duty

I hope this letter finds you well. I am writing to formally request an excusal from jury duty for the scheduled date of [insert date] due to [briefly explain your reason, e.g., medical reasons, financial hardship, prior commitments, etc.].

[Provide a brief explanation of your situation, including any relevant details that support your request. If necessary, mention any supporting documentation attached, such as a doctor's note, financial statement, or proof of prior commitment.]

I understand the importance of serving on a jury and appreciate your consideration of my circumstances. I would be grateful for your understanding and assistance regarding this matter.

Thank you for your attention to this request. Please let me know if you require any further information.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]