

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

Subject: Request for Jury Duty Exemption

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty summons received for the date of [Date of Jury Duty].

I would like to provide the following details regarding my request:

- ****Name:**** [Your Full Name]
- ****Jury Duty Summons Number:**** [Summons Number]
- ****Scheduled Jury Duty Date:**** [Date]
- ****Reason for Exemption:**** [Briefly explain your reason, e.g., medical, educational, personal hardship, etc.]

[Add any supporting details or documentation if necessary.]

I appreciate your understanding of my situation and am hopeful for your consideration of my request. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]