

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

Dear [Clerk of Court's Name],

Subject: Request for Hardship Exemption from Jury Duty

I hope this letter finds you well. I am writing to formally request a hardship exemption from my upcoming jury duty scheduled for [date]. Due to [briefly explain your hardship, e.g., financial difficulties, medical issues, caregiving responsibilities], I am unable to serve at this time. [Provide additional details about your hardship, such as specific circumstances, and any supporting information that may strengthen your request.]

I appreciate your understanding and consideration of my situation. I kindly ask for your assistance in excusing me from this obligation. Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]