

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request an exemption or deferral from jury duty due to my responsibilities as a caregiver.

I have been summoned for jury duty on [date of service], and as the primary caregiver for [description of the person you care for, e.g., a disabled family member, elderly relative, etc.], my presence is crucial for their daily needs and overall well-being. [Briefly explain the specific caregiving responsibilities you have and how they would be impacted by your absence].

I understand the importance of fulfilling civic duties; however, my current situation makes it extremely challenging for me to serve at this time. I kindly request your understanding and consideration in this matter.

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

Sincerely,

[Your Name]