

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

[Name of the Court]  
[Address of the Court]  
[City, State, Zip Code]

Re: Jury Duty Request - [Your Jury Summons Number]

Dear [Judge's Name or Jury Coordinator's Name],  
I hope this letter finds you well. I am writing to formally request an exemption from jury duty as per the summons I received dated [Date of Summons].

[Provide a brief explanation of your reason for requesting an exemption, such as medical, financial, educational, or personal circumstances. Include any relevant details that support your request.]

I understand the importance of fulfilling this civic duty and appreciate your attention to my request. I am willing to provide any additional documentation if required.

Thank you for considering my situation. I look forward to your understanding response.

Sincerely,

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