

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Jurisdiction/Court Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request to be excused from jury duty scheduled for [date] due to [briefly explain reason, e.g., medical condition, personal hardship, etc.].

[Provide any supporting details or documentation if necessary, e.g., doctor's note, proof of hardship, etc.]

I appreciate your understanding of my situation and hope for your consideration in granting my request.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]