

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Courthouse Name]  
[Courthouse Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to sincerely apologize for my absence from jury duty on [date]. I understand the importance of fulfilling this civic responsibility, and I regret any inconvenience my absence may have caused.

Unfortunately, [briefly explain your reason for not attending, e.g., a medical emergency, family obligation, etc.]. I assure you that it was not my intention to disregard the summons.

I am committed to serving on a jury and would appreciate any guidance on how I may rectify this situation or reschedule my service. Thank you for your understanding and consideration.

Sincerely,  
[Your Name]