

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

Dear [Recipient Name or "Jury Coordinator"],

Subject: Request for Jury Duty Cancellation

I hope this letter finds you well. I am writing to formally request the cancellation of my jury duty scheduled for [date] with juror number [Juror Number].

Due to [brief explanation of the reason for cancellation, e.g., personal circumstances, medical issue, prior commitment], I am unable to fulfill my duty on that date. I understand the importance of jury service, and I sincerely apologize for any inconvenience my request may cause.

Please let me know if further documentation is necessary to support my request. I appreciate your understanding regarding my situation.

Thank you for your attention to this matter.

Sincerely,

[Your Name]