

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Jury Office or Court Name]  
[Address]  
[City, State, Zip Code]

Dear [Clerk of Court's Name or "Jury Coordinator"],

Subject: Request for Excusal from Jury Duty

I hope this letter finds you well. I am writing to formally request an excusal from jury duty, scheduled for [date of jury duty], due to [reason for request, e.g., medical issues, a pre-existing commitment, financial hardship, etc.].

I have attached [any supporting documents, if applicable, e.g., a doctor's note, proof of prior engagement, etc.] to substantiate my request. I understand the importance of jury duty and appreciate your consideration of my circumstances.

Thank you for your attention to this matter. I look forward to your favorable reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]