

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

[Recipient's Name]
[Recipient's Title]
[Court Name]

[Court Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inform you that I have received a jury duty summons scheduled for [date of jury duty] and to respectfully request an excuse from this obligation due to my status as a student.

I am currently enrolled at [Your School/University Name] and have classes scheduled that coincide with the jury duty dates. My academic commitments include [briefly list your classes or commitments], which are essential for my ongoing education.

I understand the importance of jury duty and civic responsibilities; however, fulfilling my obligations as a student must also be a priority. I kindly request that my jury duty be rescheduled for a later date, preferably during a period when I do not have conflicting academic obligations.

Thank you for considering my request. I appreciate your understanding and support. Should you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]
[Your School/University Name]