

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

Subject: Request for Excusal from Jury Duty due to Travel

Dear [Clerk of Court's Name or "To Whom It May Concern"],
I am writing to formally request an excusal from jury duty scheduled for [date of jury duty] due to prior travel commitments. I have made arrangements to be out of town from [start date] to [end date] and, therefore, will be unable to attend.

I understand the importance of civic duty and appreciate your consideration of my request. I have attached documentation of my travel plans for your review.

Thank you for your understanding. I look forward to your response.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]
[Attachments: Travel documentation]