

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Jury Clerk/Appropriate Office]  
[Courthouse Name]  
[Courthouse Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Request for Excusal from Jury Duty

I hope this letter finds you well. I am writing to respectfully request an excusal from my upcoming jury duty scheduled for [Date].

Due to [brief explanation of your reason, e.g., a medical issue, personal obligations, etc.], I am unable to fulfill my jury service at this time. I understand the importance of jury duty and sincerely regret any inconvenience my request may cause.

I have attached [any necessary documents, e.g., medical notes, proof of obligation] for your review.

Thank you for considering my request. I appreciate your understanding, and I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]