

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request to be excused from jury duty scheduled on [Date] due to [reason for request, e.g., professional obligations, health issues, etc.].

As a [your occupation], I have [brief explanation of your responsibilities or any time-sensitive work commitments]. Unfortunately, my presence is required and it would be difficult for me to fulfill my duties at this time.

I greatly appreciate your understanding of my situation. If possible, I kindly request to reschedule my jury duty or seek alternative arrangements.

Thank you for considering my request. I look forward to your response.

Sincerely,
[Your Name]