

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

[Recipient Name]  
[Recipient Title]  
[Courthouse Name]  
[Courthouse Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inform you that I have received a jury duty summons for [date of jury duty]. I [am unable to attend] / [request to be excused] due to [reason, e.g., a medical issue, a personal commitment, etc.]. I appreciate your understanding and consideration of my situation. Please let me know if you require any additional information or documentation. Thank you for your attention to this matter.

Sincerely,  
[Your Name]