

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty scheduled for [date of jury duty], as I am unable to fulfill this obligation due to [briefly state your reason, e.g., medical condition, financial hardship, caregiving responsibilities, travel obligations, etc.].

I have attached [any relevant documentation, if applicable, e.g., a doctor's note, proof of travel, etc.] to support my request. I understand the importance of jury duty and would be willing to serve at a later date if that is an option.

Thank you for your consideration of my request. Please let me know if you need any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]