

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request to be excused from jury duty scheduled for [date of jury duty] due to [brief reason for resignation, e.g., personal circumstances, prior commitments, etc.].

I understand the importance of jury duty and regret any inconvenience my absence may cause. I appreciate your consideration of my request, and I am willing to provide any necessary documentation if required.

Thank you for your understanding.

Sincerely,

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