

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

Dear [Clerk of Court's Name],

Subject: Jury Duty Attendance Resignation

I am writing to formally resign from my jury duty service scheduled for [date of jury duty]. Due to [brief reason for resignation, e.g., personal circumstances, unforeseen obligations], I am unable to fulfill my duties as a juror.

I understand the importance of jury duty and regret any inconvenience my resignation may cause. Please let me know if there are any further steps I need to take in this process.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]