

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk's Office/ Jury Administration]  
[Courthouse Name]  
[Courthouse Address]  
[City, State, Zip Code]

Dear [Clerk's Office or Jury Administrator's Name],

Subject: Request for Jury Duty Dismissal

I hope this letter finds you well. I am writing to formally request a dismissal from jury duty originally scheduled for [date of jury duty]. My juror identification number is [juror ID number].

Unfortunately, due to [brief explanation of the reason, e.g., a medical condition, a prior commitment, etc.], I am unable to fulfill my jury duty obligation at this time. Enclosed are [mention any supporting documents, if applicable].

I sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Thank you for considering my request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]