

[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]