

[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],

I am writing to request an excuse from jury duty scheduled for [date of jury duty]. Unfortunately, due to [brief explanation of your reason, e.g., a medical condition, a personal commitment, etc.], I am unable to attend.

I appreciate your understanding in this matter and would be grateful for any guidance on how to proceed. If required, I can provide additional documentation to support my request.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]