

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally resign from my jury duty obligation scheduled for [date of service].

Due to [brief explanation of the reason, e.g., personal circumstances, medical issues, prior commitments], I am unable to fulfill my duty at this time. I understand the importance of serving as a juror and apologize for any inconvenience this may cause.

Please let me know if any further information is required or if there is a need for my presence in the court regarding this matter.

Thank you for your understanding.

Sincerely,  
[Your Name]