

[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 am writing to formally request to be excused from jury duty on [date you are summoned]. Due to [brief explanation of your reason, e.g., personal circumstances, a scheduled commitment, etc.], I am unable to fulfill this obligation.

I appreciate the importance of jury service and regret any inconvenience this may cause. I kindly ask for your understanding and hope to be rescheduled for a later date if possible.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Juror ID Number or Case Number, if applicable]