

[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 service scheduled for [date]. Due to [brief reason for resignation, e.g., personal circumstances, a conflict, etc.], I am unable to fulfill this obligation.

I understand the importance of jury duty and sincerely apologize for any inconvenience this may cause. Please let me know if you require any additional information or documentation regarding my resignation.

Thank you for your understanding.

Sincerely,

[Your Name]