

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

Dear [Clerk of Court's Name],

Subject: Jury Duty Cancellation Request

I hope this message finds you well. I am writing to formally request the cancellation of my jury duty summons scheduled for [date of jury duty], with the juror identification number [Your Juror ID Number].

Due to [brief explanation of your reason, e.g., medical reasons, personal obligations, etc.], I am unable to serve on this date. I kindly ask for your understanding and consideration regarding this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

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