

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Juror Services Department]
[Courthouse/Office Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally withdraw from jury duty scheduled for [Date of Jury Duty] due to [brief explanation of reason, e.g., personal circumstances, health issues, travel commitments].

I understand the importance of civic duty and apologize for any inconvenience this may cause. I appreciate your understanding in this matter and request confirmation of my withdrawal from the jury duty roster.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]