

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

[Date]  
[Clerk of Court's Name]  
[Court Name]  
[Court Address]  
[City, State, ZIP Code]

Dear [Clerk of Court's Name],

Subject: Request for Relief from Jury Duty

I hope this letter finds you well. I am writing to respectfully request relief from my upcoming jury duty service scheduled for [date of jury duty] due to [briefly explain your reason, e.g., medical issues, financial hardship, obligations, etc.].

[Provide any necessary details to support your request, including relevant documentation if applicable.]

I understand the importance of jury duty and greatly appreciate your consideration of my situation. I would be grateful for any assistance you can provide in this matter.

Thank you for your understanding.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]