

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

[Recipient's Name]
[Recipient's Title]
[Court Name]
[Court Address]

[City, State, Zip Code]
Dear [Recipient's Name],

I am writing to formally resign from my jury service obligation scheduled for [Date(s) of Service]. Due to [brief reason for resignation, if comfortable sharing], I am unable to fulfill my duties as a juror at this time.

I understand the importance of jury service and appreciate the opportunity to participate in the judicial process. However, I kindly ask for your understanding regarding my situation.

Thank you for your attention to this matter. Should you need any further information, please feel free to contact me at the provided information above.

Sincerely,

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