

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

Dear [Clerk of Court's Name],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty, for which I have been summoned to appear on [Summons Date].

Due to [brief explanation of your situation, e.g., a personal emergency, medical issue, work obligation], I am unable to fulfill my jury duty obligations at this time.

I understand the importance of civic duty and truly appreciate the role that jurors play in our legal system. I kindly ask for your consideration of my request for exemption.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,  
[Your Name]