

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

Dear [Clerk of Court's Name or "To Whom It May Concern"],

Subject: Notification of Jury Duty Absence

I hope this message finds you well. I am writing to inform you that I will be unable to attend jury duty on [date of jury duty] due to [brief explanation of the reason, e.g., a medical emergency, a pre-existing commitment, etc.].

I understand the importance of fulfilling civic duties and sincerely apologize for any inconvenience my absence may cause. I kindly request any necessary instructions regarding rescheduling my service or providing any required documentation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]