

[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)]