

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

Dear [Clerk of Court's Name],

Subject: Request for Jury Duty Cancellation

I hope this message finds you well. I am writing to formally request the cancellation of my scheduled jury duty appearance on [original date]. My juror identification number is [juror ID number].

Due to [brief explanation of the reason for cancellation, e.g., a personal emergency, medical issue, prior commitment], I am unable to fulfill my jury duty obligations on that date. I have attached any relevant documentation to support my request.

I appreciate your understanding and consideration in this matter. Please let me know if you require any further information.

Thank you for your attention to this request.

Sincerely,

[Your Name]