

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

Dear [Clerk of Court's Name],

Subject: Request for Excusal from Jury Duty

I hope this letter finds you well. I am writing to formally request an excusal from my scheduled jury duty on [insert date]. Unfortunately, due to a personal emergency, I am unable to fulfill my obligation at this time.

[Briefly explain the nature of the emergency, while maintaining privacy. For example, "I am facing a family medical issue that requires my immediate attention."]

I understand the importance of jury duty and am committed to fulfilling my civic responsibilities. Should it be possible, I kindly request to be rescheduled for a later date when my situation has stabilized.

Thank you for your understanding and consideration. Please let me know if you require any additional documentation regarding my circumstances.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]