

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

Subject: Request for Jury Duty Exemption

Dear [Recipient's Name or Jury Coordinator],

I hope this message finds you well. I am writing to formally request an exemption from jury duty scheduled for [Date of Jury Duty] due to pre-existing travel commitments.

I have made arrangements to be out of town from [Start Date] to [End Date], which conflicts with the scheduled jury service. Attached to this letter are the relevant travel documents, including [flight itineraries, hotel reservations, etc.], that substantiate my travel plans.

I understand the importance of civic duty and appreciate your consideration of my situation. I respectfully request that my jury duty be postponed or exempted in light of these circumstances.

Thank you for your understanding and assistance in this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]