

[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],

I hope this letter finds you well. I am writing to formally request to be excused from jury duty, which is scheduled for [date of jury duty].

[Briefly explain your reason for the request, such as a scheduling conflict, financial hardship, medical issue, caretaking responsibilities, etc. Include any supporting details or documentation, if applicable.]

I understand the importance of civic duty and appreciate your consideration of my situation. If needed, I am willing to provide any additional information or documentation to support my request.

Thank you for your understanding. I look forward to your prompt response.

Sincerely,

[Your Name]