

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Court Name]
[Court Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an excuse from jury duty scheduled for [date of jury duty] due to [reason for request, e.g., medical reasons, work obligations, personal circumstances].

[Brief explanation of your situation, providing any necessary details that support your request.]

I understand the importance of jury service and appreciate the civic duty it entails. However, [reason] prevents me from fulfilling this obligation at this time. I have attached any relevant documentation to support my request.

Thank you for considering my request. I hope to hear back from you soon.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]