

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

[INSERT COURT NAME]
[Courthouse Address]
[City, State, Zip Code]

Subject: Request for Jury Duty Exemption

Dear [Judge's Name or Jury Coordinator],

I hope this letter finds you well. I am writing to formally request an exemption from jury duty for the summons I received dated [insert date of summons], with the juror number [insert juror number].

I believe I qualify for an exemption due to the following reasons:

[Detail your reason(s) for exemption, e.g., medical condition, financial hardship, caregiving responsibilities, etc.]

I have attached supporting documentation to verify my circumstances.

Thank you for considering my request. I appreciate your understanding and look forward to your response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]