

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

Dear [Jury Coordinator's Name or "Jury Duty Office"],
I hope this letter finds you well. My name is [Your Name], and I am a student at [Your School/University Name] currently enrolled in [Your Program or Degree]. I am writing to respectfully request an exemption from jury duty scheduled for [date of jury duty] due to my academic commitments.

As a student, my attendance is critical for my coursework and overall academic performance. I understand the importance of civic duty, and I wish to fulfill this obligation; however, my current schedule makes it difficult for me to participate at this time.

I have attached a copy of my class schedule and any other relevant documentation that may support my request. I appreciate your understanding and consideration of my situation.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,
[Your Name]
[Your Student ID Number, if applicable]