

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of Court's Name]
[County or District Court Name]
[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 an
excuse from jury duty scheduled for [Date of Jury Duty] due to [reason
for request, e.g., medical issues, financial hardship, prior
commitments].

I appreciate the importance of civic duties and take this responsibility
seriously. However, [brief explanation of your situation, if comfortable
sharing]. I have attached [any necessary documentation, if applicable,
e.g., a doctor's note] to support my request.

Thank you for considering my request. I would be grateful for any
assistance you can provide and look forward to your understanding.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]