

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

[Recipient Name]
[Court Name]
[Court Address]
[City, State, Zip Code]

Subject: Jury Duty Absence Notification

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally notify you of my absence from jury duty scheduled on [date of jury duty] due to [reason for absence, e.g., illness, personal emergency, etc.].

I understand the importance of serving as a juror and am committed to fulfilling my civic duty. Please advise me on the necessary steps to reschedule my jury duty or any further actions I need to take regarding this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]