

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Juror Coordinator's Name]
[Courthouse Name]
[Court Address]
[City, State, ZIP Code]

Dear [Juror Coordinator's Name],
I hope this letter finds you well. I am writing to formally request an excusal from jury duty scheduled for [date of jury duty] due to compassionate circumstances.

I am currently facing [briefly explain your compassionate situation, e.g., caring for a sick family member, dealing with a personal health issue, etc.]. This situation requires my immediate and ongoing attention, making it difficult for me to fulfill my jury duty obligations at this time.

I appreciate the importance of civic duty and assure you that this request is made solely due to the pressing circumstances I am currently navigating. I am more than willing to provide any required documentation to support my request.

Thank you for considering my situation. I hope to hear from you soon regarding my request for excusal.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]