

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Clerk of Court's Name]
[Clerk of Court's Office]
[Address of Court]
[City, State, Zip Code]

Subject: Request for Excusal from Jury Duty

Dear [Clerk of Court's Name or "To Whom It May Concern"],

I hope this letter finds you well. I am writing to formally request an excusal from jury duty scheduled for [Date of Jury Duty].

My juror ID number is [Juror ID Number], and my name is [Your Name]. Due to [briefly explain your reason for requesting an excusal, e.g., medical condition, work obligations, family emergency, etc.], I am unable to fulfill my jury duty obligation at this time.

[If applicable, provide any supporting details or documentation that may help your case, such as a doctor's note or employer statement.]

I respectfully ask that you consider my request for an excusal and let me know if any further information is required. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]