

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

Dear [Clerk of Court's Name or "To Whom It May Concern"],  
I am writing to formally request an excusal from jury duty scheduled for [Date of Jury Duty] due to [brief explanation of reason, e.g., a medical condition, work obligation, personal hardship, etc.].  
I have attached any supporting documentation, such as [medical records, employer letters, etc.], for your review. I respectfully ask that you consider my request and provide confirmation of my excusal from this duty.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Signature (if sending a hard copy)]