

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Clerk of Court's Name]  
[Clerk of Court's Office]  
[Court Name]  
[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 excusal from jury duty scheduled for [date of jury duty] due to [briefly state your reason, e.g., medical reasons, personal hardship, prior commitments, etc.].

I have attached the necessary documentation to support my request. I appreciate your understanding and consideration of my situation. Thank you for your attention to this matter. I look forward to your favorable response.

Sincerely,

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