

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

Dear [Clerk of Court's Name or "Jury Administrator"],

Subject: Request for Excusal from Jury Duty

I hope this message finds you well. I am writing to formally request an excusal from jury duty scheduled for [date you are summoned] due to financial hardship.

As the primary provider for my family, I am currently experiencing significant financial challenges. [Briefly explain your situation, e.g., loss of income, medical bills, or other relevant financial obligations.] My current circumstances make it difficult for me to serve without jeopardizing my family's financial stability.

I understand the importance of jury duty and appreciate the civic responsibility it entails. If possible, I kindly ask for your understanding and approval for my request for excusal based on my current financial hardship.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]