

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an excusal from jury duty scheduled for [Date] due to my status as a full-time student.

As a student at [Your School/University Name], I am currently enrolled in [number of classes] classes that require my presence and participation during this period. My academic obligations are critical to my educational progress, and attending jury duty would significantly impact my ability to meet my graduation requirements.

I have attached a copy of my class schedule and a letter from my academic advisor confirming my full-time status for your reference.

I appreciate your consideration of my request and hope for a favorable response. Thank you for your understanding.

Sincerely,  
[Your Name]