

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

Dear [Clerk of Court's Name],

I hope this message finds you well. I am writing to formally request an exemption from jury duty scheduled for [date] due to [specific reason, e.g., medical condition, caregiving responsibilities, etc.].

[Provide a brief explanation of your reason, including any relevant details that may support your request, such as medical documentation or other obligations.]

I understand the importance of jury duty and appreciate your consideration of my request. I am willing to provide any additional documentation needed to support my exemption.

Thank you very much for your understanding. Please feel free to contact me at [your phone number] or [your email address] if you require further information.

Sincerely,  
[Your Name]